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ABSTRACT

This guide provides information, resources, and standards for apprenticeship training for the hairstylist trade in Manitoba. The guide is organized in six sections. The first two short sections explain the legislative authority for the apprenticeship program standards and for workplace health and safety regulations. The third section describes the apprenticeship program area of hairstyling. It includes the following: (1) a training profile that lists the duties and tasks performed by workers in the hairstylist trade; (2) a time breakdown chart for in-school instruction by subject/content area and level of instruction; (3) a weighting chart that analyzes the time estimates for the duty areas recorded in the time breakdown chart; (4) a curriculum package that identifies all the duties, tasks, and subtasks associated with the occupation; (5) an instructional package that provides information about apprenticeship concepts, the instructional approach, and evaluation and testing standards; and (6) apprenticeship instruction standards. The fourth section lists instructional resources, including textbooks, reference books, periodicals, audiovisual materials, computer courseware, other support materials and resources, and tools and equipment. The final two sections include a 22-item bibliography and a sample learning module that links enabling objectives with learning activities and provides a self-test with answer key. (KC)

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Manitoba

Labour

Apprenticeship and Training
PROGRAM GUIDE

Room 816
Norquay Building
401 York Avenue
Winnipeg, Manitoba, CANADA
R3C 0P8

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Project Co-ordinator:

Ihor Cap, Ed.S.

Cover Design By

Christiane Fietz
Art Dept. Co-ordinator
COMMUNIGRAPHICS
printers aid group
41 May Street
Winnipeg, Manitoba R3B 0H1

For further information, contact
MANITOBA LABOUR
APPRENTICESHIP & TRAINING
816-401 York Avenue
Winnipeg, Manitoba R3C 0P8

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INTRODUCTION

Apprenticeship is a unique method of training managed by Manitoba Labour. Unlike other trade training , apprenticeship allows a person to earn a salary while learning on the job and in school. It is the only program which leads to certification in a designated trade. For many people, apprenticeship training is a positive first step in the continuing process of learning and upgrading skills needed to compete in a changing job market.

Over the years, trades have responded to changes in technology and the work environment. Today, they are a viable and exciting avenue for all kinds of men and women choosing to enter or re-enter the workforce, change careers, hold a non-traditional job or to better job qualifications while earning a living.

The many trades designated under apprenticeship training in Manitoba offer work opportunities suited to a wide variety of interests and skills. Projects to identify tasks and skills necessary for learning a designated trade are underway across the province.

One important source of information available to co-ordinators, representatives of organizations, committees or associations entering an agreement of apprenticeship in a designated trade is the program guide. A program guide provides a framework of standards for the training and development of apprentices for a designated trade. This framework of standards incorporates many of the principles and practices associated with the development of curriculum and instruction in vocational and technical education that keep apprenticeship and training programs current, responsive and relevant to both occupational and instructional settings. This program guide provides users with a concise but wide-ranging coverage of information, resources and standards for the Hairstylist trade.

LEGISLATIVE AUTHORITY

Apprenticeship Program Standards

Apprenticeship programs and standards are established pursuant to The Apprenticeship and Trades Qualifications Act being Chapter A110 of the continuing consolidation of the Statutes of Manitoba (hereafter C.C.S.M.c.A110) and enabling Manitoba Regulation 64/87R:Apprenticeship and Trades Qualifications Regulation (hereafter Regulation 64/87R).

All persons making use of the C.C.S.M.c.A110 and regulation 64/87R are reminded that the original text should be consulted for all purposes of interpreting and applying the law. Complete references to the C.C.S.M.c.A110 and regulation 64/87R are available in the Bibliography section of this guide.

WORKPLACE HEALTH AND SAFETY REGULATIONS

Workplace health and safety regulations are established pursuant to The Workplace Safety and Health Act being Chapter W210 of the continuing consolidation of the Statutes of Manitoba (hereafter R.S.M.1987,c.W210) and enabling Manitoba Regulations 52/88 : Workplace Hazardous Materials Information System Regulation and 53/88 : Workplace Health Hazard Regulation.

Additional regulations provide practical guidance with respect to Workers Working Alone (M.R. 105/88R), Workplace Safety and Health Committees (M.R. 106/88R), Workplace Safety (M.R. 108/88R), Workplace Hazardous Materials Information System (M.R. 52/88), Sanitary and Hygienic Welfare (M.R. 104/88R), Hearing Conservation and Noise Control (M.R. 103/88R), and First Aid (M.R. 101/88R). These being regulations under R.S.M. 1987, c.W210 are listed for convenience of reference. However, all persons making use of R.S.M. 1987, c.W210 are reminded that the original Act should be consulted for all purposes of interpreting and applying the law.

APPRENTICESHIP PROGRAM AREA

Occupational Description

This unit group includes occupations concerned with colouring and bleaching hair, hair styling techniques, perming hair, straightening (relaxing) hair, conditioning, treating and cleaning hair and scalp and other miscellaneous services to alter the appearance of individuals. Owners and managers of establishments providing above services, on their own behalf or in partnership, as working proprietors, or managing these establishments on behalf of others are classified in this unit group.

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Curriculum Analysis and Instructional Standards

Instructional objectives for the Hairstylist program are derived from an occupational analysis of duties and tasks identified by Trade Advisory Committee members in this designated trade area. Instructors complete the process by identifying the enabling objectives necessary to perform each of the tasks. Together, they demonstrate the inseparability of curriculum and instructional analyses, and part of Manitoba Labour's on-going effort to standardize all curriculum and instruction for apprenticeship training.

Provided on the following pages are:

(1) A training profile - a chart which lists the duties and tasks performed by workers in the Hairstylist trade,

(2) A Time Breakdown Chart - which separates or distinguishes the time available (in Hours) for in-school instruction by duty (subject/content area) and level of instruction.

(3) Weighting Chart - total time estimates for each duty area are recorded in the Time Breakdown Chart and subjected to further analysis in the Weighting Chart. A proportional index or mathematically precise ratio is computed between the time recorded for each duty and task area and compared to the overall structure of Apprentice Instruction Standards (In-School Instructional Analysis) under consideration. Thus, a proportional index is one assessed as a constant percentage (adjusted) of the time spent on each duty and task for in-school instruction. Accordingly, examination (test) items are developed in the same proportion of the time spent on each intended task/instructional outcome.

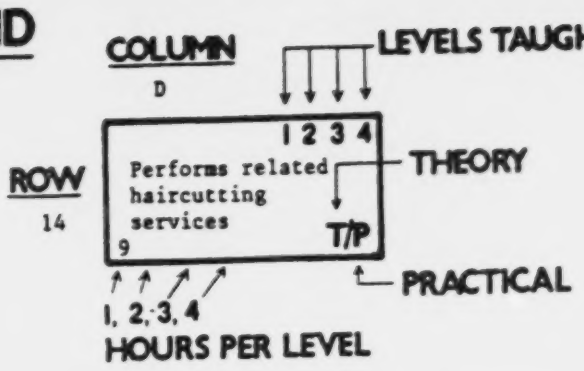
(4) A curriculum package (on-the-job training or occupational task analysis) - which identify's all the duties, tasks and subtasks associated with the occupation, and

(5) An instructional package - which, amongst other, provides information about apprenticeship concepts, the instructional approach and evaluation and testing standards.

(6) Apprentice Instruction Standards (In-School Instructional Analysis) - which lists the performance and enabling objectives necessary for achieving intended task outcomes identified in the curriculum package.

	A	B	C	D
9				1 Performs shingling cutting technique 11.5 T/P
8	1 Safely operates and maintains electrical equipment 6.3 T/P			1 Performs thinning/ texturizing/blending cutting technique(s) 20.5 T/P
7	Safely operates and maintains tools and non-electrical equipment 1 5.8 T/P			1 Performs slide cutting technique 14 T/P
6	Applies or administers C.P.R. lifesaving techniques 1 8 T/P		1 Performs curling iron techniques 17.3 T/P	1 Performs clipper cutting techniques 28 T/P
5	Applies or administers first aid emergency practices 1 8 T/P		1 Performs blow drying techniques 29.7 T/P	1 Performs razor cutting techniques 19 T/P
4	1 Practices safe workplace habits 10.5 T/P		1 Performs finger waving techniques 35 T/P	1 Performs slithering (effilating) technique 8.7 T/P
3	1 Analyzes public hygiene/steriliza-tion methods 3 T	Applies appro-priate products for cleansing & treating hair and scalp 1 89.5 T/P	1 Performs pin curl techniques 41.3 T/P	1 Performs layer cutting techniques 22.5 T/P
2	1 Maintains public hygiene by sanitation 10.5 T/P	1 Gives a hair shampoo/rinse for all hair services 18 T/P	1 Performs roller sets and combouts 42.6 T/P	1 Performs club cutting technique 13.5 T/P
1	1 Maintains personal hygiene 5.5 T	1 Drapes a patron for all salon services 6.5 T/P	1 Designs various hairstyles 36 T/P	Performs proper hair cutting (hairshaping) techniques 1 40 T/P
	PARTICIPATING IN WORKPLACE HEALTH AND SAFETY	CONDITIONING, TREATING AND CLEANING HAIR AND SCALP	HAIRSTYLING TECHNIQUES	CUTTING HAIR

	D			
18		**LEGEND**		
17				
16				
15				
14	Performs related haircutting services 1 9 T/P			
13	Performs graduated haircut 1 21 T/P			
12	Performs a tapered cut 1 23.5 T/P			
11	Performs one-length hair cut 1 15.5 T/P			
10	Incorporates various cutting techniques to create a desired effect 1 18.5 T/P			
	CUTTING HAIR			



	E	F	G	H
9	1 Performs specialized waving techniques 17.5 T/P			
8	1 Performs rod to roller transfer technique 8.5 T/P			
7	1 Performs piggy-back wrapping techniques 12.5 T/P			
6	1 Performs spiral wrapping techniques 18 T/P		1 Performs highlights 14.5 T/P	
5	1 Performs custom/ directional wrapping techniques 10 T/P		1 Applies on-the-scalp bleaches and toners 14.5 T/P	
4	1 Performs brick-lay wrapping technique 8 T/P		1 Apply permanent colour 40.5 T/P	
3	1 Performs double halo wrap 8 T/P		1 Applies assorted semi-permanent colours 6.6 T/P	
2	1 Performs basic wrapping technique 8 T/P		1 Apply's temporary colour 2.8 T/P	1 Assesses computer video-graphics 1 T
1	1 Performs permanent wave techniques 75 T/P	1 Straightens/relaxes hair 13 T/P	1 Performs correct hair colouring techniques 24.7 T/P	1 Applies wigs, hairpieces and hair extensions 33.7 T/P
	PERMING HAIR	STRAIGHTENING (RELAXING) HAIR	COLOURING AND BLEACHING HAIR	APPLYING WIGS, HAIRPIECES AND HAIR EXTENSIONS

	I	J	K	L
9				
8	1 Shaves face 14.3 T/P			1 Performs metric and imperial conversions 1.5 T/P
7	1 Tints beards, moustaches and sideburns 3 T/P			1 Performs employability skills 8.3 T/P
6	1 Trims beards and moustaches 7.2 T/P			1 Performs salon management functions 7 T
5	1 Pierces ears 2.3 T/P			1 Analyzes salon management functions 5 T
4	1 Applies makeup 11.8 T/P			1 Performs retail sales 8.1 T/P
3	1 Performs basic facial 20.4 T/P			1 Performs cash and record keeping functions 13.4 T/P
2	1 Removes superfluous hair 3.9 T/P			1 Performs client reception functions 10 T/P
1	1 Performs analyses of anatomy and physiology 19.1 T	1 Gives a manicure and explains a pedicure 29.9 T/P	1 Provides sun-tanning services 1 T	1 Receives and sends telephone messages 21.2 T/P
	PERFORMING FACIAL TREATMENTS	**MANICURING/ PEDICURING**	**PROVIDING SERVICES FOR SUN-TANNING**	**PERFORMING RETAILS AND SALON MANAGEMENT FUNCTIONS**

TIME BREAKDOWN CHART
(For Hairstylist Trade)

THEORY AND PRACTICAL HOURS FOR IN-SCHOOL INSTRUCTION

DUTIES (CONTENT AREAS)	Level 1		Level 2		Level 3	
	T	P				
A. PARTICIPATING IN WORKPLACE HEALTH AND SAFETY	30.6	26.6				
B. CONDITIONING, TREATING AND CLEANING HAIR AND SCALP	72.0	42.0				
C. HAIRSTYLING TECHNIQUES	53.3	148.6				
D. CUTTING HAIR	87.2	178.0				
E. PERMING HAIR	87.5	78.0				
F. STRAIGHTENING (RELAXING) HAIR	10.0	3.0				
G. COLOURING AND BLEACHING HAIR	54.0	49.6				
H. APPLYING WIGS, HAIRPIECES AND HAIR EXTENSIONS	14.7	20.0				
I. PERFORMING FACIAL TREATMENTS	52.3	29.7				
J. MANICURING/PEDICURING	17.4	12.5				
K. PROVIDING SERVICES FOR SUN-TANNING	1.2	0				
L. PERFORMING RETAILS AND SALON MANAGEMENT FUNCTIONS	41.1	33.4				
SUBTOTAL	521.1	621.4				
TOTAL	1142.5					

	WEIGHTING CHART (1 of 5)				
	TIME IN HOURS AND PROPORTIONAL INDICES BY TASK AND LEVEL LEGEND: [00/00] indicate proportional ratio index as compared to the overall instructional framework. (00%) indicate constant percentage of the time spent per duty/task for in-school instruction.				
	Level	Theoretical Hours	[ratio] (%)	Practical Hours	[ratio] (%)
DUTY A	1	30.6	6/100 (6)	26.6	4/100 (4)
TASK A1	1	5.5	1/100 (1)	0	
A2	1	4.5	9/1000 (.009)	6.0	1/100 (1)
A3	1	3.0	6/1000 (.006)	0	
A4	1	4.3	8/1000 (.008)	5.8	9/1000 (.009)
A5	1	4.5	9/1000 (.009)	3.5	6/1000 (.006)
A6	1	4.5	9/1000 (.009)	3.5	6/1000 (.006)
A7	1	2.3	4/1000 (.004)	3.5	6/1000 (.006)
A8	1	2.0	4/1000 (.004)	4.3	7/1000 (.007)
DUTY B	1	72.0	14/100 (14)	42.0	7/100 (7)
TASK B1	1	.5	1/1000 (.001)	6.0	1/100 (1)
B2	1	9.0	2/100 (2)	9.0	2/100 (2)
B3	1	62.5	12/100 (12)	27.0	4/100 (4)
DUTY C	1	53.3	10/100 (10)	148.6	24/100 (24)
TASK C1	1	11.0	2/100 (2)	25.0	4/100 (4)
C2	1	11.3	2/100 (2)	31.3	5/100 (5)

	WEIGHTING CHART (2 of 5)				
	TIME IN HOURS AND PROPORTIONAL INDICES BY TASK AND LEVEL LEGEND: [00/00] indicate proportional ratio index as compared to the overall instructional framework. (00%) indicate constant percentage of the time spent per duty/task for in-school instruction.				
	Level	Theoretical Hours	[ratio] (%)	Practical Hours	[ratio] (%)
C3	1	15.3	3/100 (3)	26.0	4/100 (4)
C4	1	6.7	1/100 (1)	28.3	5/100 (5)
C5	1	4.7	9/1000 (.009)	25.0	4/100 (4)
C6	1	4.3	8/1000 (.008)	13.0	2/100 (2)
DUTY D	1	87.2	17/100 (17)	178.0	29/100 (29)
TASK D1	1	20.0	4/100 (4)	20.0	3/100 (3)
D2	1	4.0	8/1000 (.008)	9.5	2/100 (2)
D3	1	8.0	2/100 (2)	14.5	2/100 (2)
D4	1	2.2	4/1000 (.004)	6.5	1/100 (1)
D5	1	4.0	8/1000 (.008)	15.0	2/100 (2)
D6	1	8.0	2/100 (2)	20.0	3/100 (3)
D7	1	3.5	7/1000 (.007)	10.5	2/100 (2)
D8	1	3.5	7/1000 (.007)	17.0	3/100 (3)
D9	1	3.0	6/1000 (.006)	8.5	1/100 (1)
D10	1	6.0	1/100 (1)	12.5	2/100 (2)
D11	1	4.0	8/1000 (.008)	11.5	2/100 (2)
D12	1	11.0	2/100 (2)	12.5	2/100 (2)

	WEIGHTING CHART (3 of 5)				
	TIME IN HOURS AND PROPORTIONAL INDICES BY TASK AND LEVEL LEGEND: [00/00] indicate proportional ratio index as compared to the overall instructional framework. (00%) indicate constant percentage of the time spent per duty/task for in-school instruction.				
	Level	Theoretical Hours	[ratio] (%)	Practical Hours	[ratio] (%)
D13	1	6.5	1/100 (1)	14.5	2/100 (2)
D14	1	3.5	7/1000 (.007)	5.5	9/1000 (.009)
DUTY E	1	87.5	17/100 (17)	78.0	13/100 (13)
TASK E1	1	64.0	12/100 (12)	11.0	2/100 (2)
E2	1	2.0	4/1000 (.004)	6.0	1/100 (1)
E3	1	2.0	4/1000 (.004)	6.0	1/100 (1)
E4	1	2.0	4/1000 (.004)	6.0	1/100 (1)
E5	1	2.0	4/1000 (.004)	8.0	1/100 (1)
E6	1	3.0	6/1000 (.006)	15.0	2/100 (2)
E7	1	2.5	5/1000 (.005)	10.0	2/100 (2)
E8	1	2.5	5/1000 (.005)	6.0	1/100 (1)
E9	1	7.5	1/100 (1)	10.0	2/100 (2)
DUTY F	1	10.0	2/100 (2)	3.0	5/1000 (.005)
TASK F1	1	10.0	2/100 (2)	3.0	5/1000 (.005)

	WEIGHTING CHART (4 of 5)				
	TIME IN HOURS AND PROPORTIONAL INDICES BY TASK AND LEVEL LEGEND: [00/00] indicate proportional ratio index as compared to the overall instructional framework. (00%) indicate constant percentage of the time spent per duty/task for in-school instruction.				
	Level	Theoretical Hours	[ratio] (%)	Practical Hours	[ratio] (%)
DUTY G	1	54.0	10/100 (10)	49.6	8/100 (8)
TASK G1	1	20.7	4/100 (4)	4.0	6/1000 (.006)
G2	1	.8	2/1000 (.002)	2.0	3/1000 (.003)
G3	1	3.5	7/1000 (.007)	3.1	5/1000 (.005)
G4	1	19.0	4/100 (4)	21.5	4/100 (4)
G5	1	5.5	1/100 (1)	9.0	2/100 (2)
G6	1	4.5	9/1000 (.009)	10.0	2/100 (2)
DUTY H	1	14.7	3/100 (3)	20.0	3/100 (3)
TASK H1	1	13.7	3/100 (3)	20.0	3/100 (3)
H2	1	1.0	2/1000 (.002)	0	
DUTY I	1	52.3	10/100 (10)	29.7	5/100 (5)
TASK I1	1	19.1	4/100 (4)	0	
I2	1	2.6	5/1000 (.005)	1.3	2/1000 (.002)
I3	1	15.4	3/100 (3)	5.0	8/1000 (.008)
I4	1	6.0	1/100 (1)	5.8	9/1000 (.009)
I5	1	1.5	3/1000 (.003)	.8	1/1000 (.001)
I6	1	2.9	6/1000 (.006)	4.3	7/1000 (.007)

	WEIGHTING CHART (5 of 5)				
	TIME IN HOURS AND PROPORTIONAL INDICES BY TASK AND LEVEL LEGEND: [00/00] indicate proportional ratio index as compared to the overall instructional framework. (00%) indicate constant percentage of the time spent per duty/task for in-school instruction.				
	Level	Theoretical Hours	[ratio] (%)	Practical Hours	[ratio] (%)
I7	1	.8	2/1000 (.002)	2.2	4/1000 (.004)
I8	1	4.0	8/1000 (.008)	10.3	2/100 (2)
DUTY J	1	17.4	3/100 (3)	12.5	2/100 (2)
TASK J1	1	17.4	3/100 (3)	12.5	2/100 (2)
DUTY K	1	1.0	2/1000 (.002)		
TASK K1	1	1.0	2/1000 (.002)		
DUTY L	1	41.1	8/100 (8)	33.4	5/100 (5)
TASK L1	1	7.6	2/100 (2)	13.6	2/100 (2)
L2	1	3.1	6/1000 (.006)	6.9	1/100 (1)
L3	1	6.7	1/100 (1)	6.7	1/100 (1)
L4	1	5.4	1/100 (1)	2.7	4/1000 (.004)
L5	1	5.0	1/100 (1)	0	
L6	1	7.0	1/100 (1)	0	
L7	1	5.3	1/100 (1)	3.0	5/1000 (.005)
L8	1	1.0	2/1000 (.002)	.5	1/1000 (.001)

APPRENTICESHIP & TRAINING BRANCH

CURRICULUM PACKAGE (ON-THE-JOB TRAINING TASK ANALYSIS)

PROGRAM TITLE: Hairstylist Trade EFFECTIVE DATE: Sept, 1991

Major Duties

DUTY A Participating in Workplace Health and Safety
DUTY B Conditioning, Treating and Cleaning Hair and Scalp
DUTY C Hairstyling Techniques
DUTY D Cutting Hair
DUTY E Perming Hair
DUTY F Straightening (Relaxing) Hair
DUTY G Colouring and Bleaching Hair
DUTY H Applying Wigs, Hairpieces and Hair Extensions
DUTY I Performing Facial Treatments
DUTY J Manicuring/Pedicuring
DUTY K Providing Services for Sun-Tanning
DUTY L Performing Retails and Salon Management Functions

Task Analysis

DUTY A: PARTICIPATING IN WORKPLACE HEALTH AND SAFETY

TASK A1: MAINTAINS PERSONAL HYGIENE

Subtask A1.01 maintains cleanliness of self through daily use of deodorants; oral hygiene; grooming of hair; cleanliness of clothes.

TASK A2: MAINTAINS PUBLIC HYGIENE BY SANITATION

Subtask A2.01 sanitizes all equipment and work facilities.

TASK A3: ANALYZES PUBLIC HYGIENE/STERILIZATION METHODS

Subtask A3.01 performs analyses of public hygiene/sterilization methods.

TASK A4: PRACTICES SAFE WORKPLACE HABITS

Subtask A4.01 performs safe workplace habits applicable to trade.

TASK A5: APPLIES OR ADMINISTERS FIRST AID EMERGENCY PRACTICES

Subtask A5.01 completes and carries valid level one emergency first aid certificate of recognized authority.

TASK A6: APPLIES OR ADMINISTERS C.P.R. LIFESAVING TECHNIQUES

Subtask A6.01 completes course and carries valid C.P.R. certificate of recognized authority.

TASK A7: SAFELY OPERATES AND MAINTAINS TOOLS AND NON-ELECTRICAL EQUIPMENT

Subtask A7.01 operates tools and non-electrical equipment safely and properly.

Subtask A7.02 identifies and follows recommended procedures regarding faulty tools and non-electrical equipment.

Subtask A7.03 cleans, maintains and operates tools, non-electrical equipment and furniture.

TASK A8: SAFELY OPERATES AND MAINTAINS ELECTRICAL EQUIPMENT

Subtask A8.01 operates electrical equipment safely and properly.

Subtask A8.02 identifies and follows recommended procedures regarding faulty electrical equipment.

Subtask A8.03 cleans, maintains and stores electrical equipment.

DUTY B: CONDITIONING, TREATING AND CLEANING HAIR AND SCALP

TASK B1: DRAPES A PATRON FOR ALL SALON SERVICES

Subtask B1.01 prepares client for draping.

Subtask B1.02 performs draping for shampoo, wet hair shaping and scalp, and hair care.

Subtask B1.03 performs draping for chemical services (e.g. permanent waving, relaxers, haircolouring).

Subtask B1.04 performs draping for dry hair services.

Subtask B1.05 performs draping for a combout.

Subtask B1.06 performs draping for a facial or shave.

TASK B2: GIVES A HAIR SHAMPOO/RINSE FOR ALL HAIR SERVICES

Subtask B2.01 performs a plain shampoo.

Subtask B2.02 performs appropriate shampooing procedure.

Subtask B2.03 performs finishing rinses.

TASK B3: APPLIES APPROPRIATE PRODUCTS FOR CLEANSING AND TREATING HAIR AND SCALP

Subtask B3.01 performs hair/scalp analyses.

Subtask B3.02 analyze hair diseases/disorders.

Subtask B3.03 analyze scalp diseases and disorders.

Subtask B3.04 identifies various hair/scalp treatments.

Subtask B3.05 selects appropriate products for cleansing and treating hair.

Subtask B3.06 selects appropriate procedures for cleansing and treating scalp.

DUTY C: HAIRSTYLING TECHNIQUES

TASK C1: DESIGNS VARIOUS HAIRSTYLES

Subtask C1.01 selects styling patterns becoming to facial types.

Subtask C1.02 designs hairstyles.

TASK C2: PERFORMS ROLLER SETS AND COMBOUTS

Subtask C2.01 sections hair, sets and combs out hair to desired style.

TASK C3: PERFORMS PIN CURL TECHNIQUES

Subtask C3.01 determines type of pin curl required.

Subtask C3.02 prepares and moulds hair into appropriate direction for desired pin curl, and clips into place.

TASK C4: PERFORMS FINGER WAVING TECHNIQUES

Subtask C4.01 wets and moulds hair into alternating "C" base formations, using fingers and comb.

TASK C5: PERFORMS BLOW DRYING TECHNIQUES

Subtask C5.01 performs blow drying techniques.

TASK C6: PERFORMS CURLING IRON TECHNIQUES

Subtask C6.01 styles hair using various heat implements.

DUTY D: CUTTING HAIR

TASK D1: PERFORMS PROPER HAIR CUTTING (HAIRSHAPING) TECHNIQUES

Subtask D1.01 performs proper hair cutting techniques.

TASK D2: PERFORMS CLUB CUTTING TECHNIQUE

Subtask D2.01 selects tools required to perform technique.

Subtask D2.02 performs the club cut.

TASK D3: PERFORMS LAYER CUTTING TECHNIQUES

Subtask D3.01 selects tools required to perform technique.

Subtask D3.02 performs the layer cut.

TASK D4: PERFORMS SLITHERING (EFFILATING) TECHNIQUE

Subtask D4.01 selects tools required to perform technique.

Subtask D4.02 performs selected hair cutting techniques.

TASK D5: PERFORMS RAZOR CUTTING TECHNIQUES

Subtask D5.01 selects tools required to perform technique.

Subtask D5.02 performs selected razor cutting techniques.

TASK D6: PERFORMS CLIPPER CUTTING TECHNIQUES

Subtask D6.01 selects tools required to perform techniques.

Subtask D6.02 performs selected clipper cutting techniques.

TASK D7: PERFORMS SLIDE CUTTING TECHNIQUE

Subtask D7.01 selects tools required to perform technique.

Subtask D7.02 performs selected slide cutting techniques.

TASK D8: PERFORMS THINNING/TEXTURIZING/BLENDING CUTTING TECHNIQUE/S

Subtask D8.01 selects tools required to perform technique(s).

Subtask D8.02 performs selected hair texturizing/thinning/ blending technique(s).

TASK D9: PERFORMS SHINGLING CUTTING TECHNIQUE

Subtask D9.01 selects tools required to perform technique.

Subtask D9.02 performs selected shingling cutting technique.

TASK D10: INCORPORATES VARIOUS CUTTING TECHNIQUES TO CREATE A DESIRED EFFECT

Subtask D10.01 selects tools required to create desired effect.

Subtask D10.02 performs selected cutting technique to create a desired effect.

TASK D11: PERFORMS ONE-LENGTH HAIR CUT

Subtask D11.01 selects tools required to perform one-length hair cut.

Subtask D11.02 performs one-length hair cut.

TASK D12: PERFORMS A TAPERED CUT

Subtask D12.01 selects tools required to perform tapered cut.

Subtask D12.02 performs a tapered cut.

TASK D13: PERFORMS GRADUATED HAIRCUT

Subtask D13.01 selects tools required to perform graduated haircut.

Subtask D13.02 performs a graduated haircut.

TASK D14: PERFORMS RELATED HAIRCUTTING SERVICES

Subtask D14.01 selects tools required to perform service.

Subtask D14.02 trims eye-brows, ears and nostrils as necessary/desired.

DUTY E: PERMING HAIR

TASK E1: PERFORMS PERMANENT WAVE TECHNIQUES

Subtask E1.01 provides the history and background of permanent waving.

Subtask E1.02 identifies tools, equipment and products.

Subtask E1.03 performs sectioning, blocking and wrapping.

Subtask E1.04 follows application and processing as outlined by manufacturers' directions for specified hair types.

TASK E2: PERFORMS BASIC WRAPPING TECHNIQUE

Subtask E2.01 performs basic wrap perm.

TASK E3: PERFORMS DOUBLE HALO WRAP

Subtask E3.01 performs double halo wrap.

TASK E4: PERFORMS BRICK-LAY WRAPPING TECHNIQUE

Subtask E4.01 performs brick laying wrapping technique.

TASK E5: PERFORMS CUSTOM/DIRECTIONAL WRAPPING TECHNIQUES

Subtask E5.01 performs custom directional wrapping techniques.

TASK E6: PERFORMS SPIRAL WRAPPING TECHNIQUES

Subtask E6.01 performs various spiral wrapping techniques.

TASK E7: PERFORMS PIGGY-BACK WRAPPING TECHNIQUE

Subtask E7.01 performs piggy-back wrapping technique.

TASK E8: PERFORMS ROD TO ROLLER TRANSFER TECHNIQUE

Subtask E8.01 performs transfer or rod interchange using proper procedure.

TASK E9: PERFORMS SPECIALIZED WAVING TECHNIQUES

Subtask E9.01 performs specialized techniques using proper procedures.

DUTY F: STRAIGHTENING (RELAXING) HAIR

TASK F1: STRAIGHTENS/RELAXES HAIR

Subtask F1.01 selects appropriate straightening/relaxing products.

Subtask F1.02 applies straightening/relaxing solution.

Subtask F1.03 performs post-application services.

DUTY G: COLOURING AND BLEACHING HAIR

TASK G1: PERFORMS CORRECT HAIR COLOURING TECHNIQUES

Subtask G1.01 provides the principles of hair colouring.

Subtask G1.02 identifies tools and equipment.

Subtask G1.03 analyzes hair and scalp for hair colouring service.

TASK G2: APPLY'S TEMPORARY COLOUR

Subtask G2.01 selects and apply's product as per manufacturer's specifications.

TASK G3: APPLIES ASSORTED SEMI-PERMANENT COLOURS

Subtask G3.01 selects and apply's semi-permanent colour as per manufacturer's specifications.

TASK G4: APPLY PERMANENT COLOUR

Subtask G4.01 determines colour formulation.

Subtask G4.02 sections hair and applies permanent colour using brush or applicator method.

Subtask G4.03 performs corrective hair colouring measures.

TASK G5: APPLIES ON-THE-SCALP BLEACHES AND TONERS

Subtask G5.01 sections hair and applies bleach using brush or applicator method.

TASK G6: PERFORMS HIGHLIGHTS

Subtask G6.01 performs highlighting techniques.

DUTY H: APPLYING WIGS, HAIRPIECES AND HAIR EXTENSIONS

TASK H1: APPLIES WIGS, HAIRPIECES AND HAIR EXTENSIONS

Subtask H1.01 performs services on wigs and hairpieces.

TASK H2: ASSESSES COMPUTER VIDEO-GRAPHICS

Subtask H2.01 performs assessment of video-graphics.

DUTY I: PERFORMING FACIAL TREATMENTS

TASK I1: PERFORMS ANALYSES OF ANATOMY AND PHYSIOLOGY

Subtask I1.01 analyzes the skeletal system.

Subtask I1.02 analyzes the muscular system.

Subtask I1.03 analyzes the nervous system.

Subtask I1.04 analyzes the circulatory/vascular system.

Subtask I1.05 analyze the endocrine, excretory, respiratory and digestive systems.

TASK I2: REMOVES SUPERFLUOUS HAIR

Subtask I2.01 assembles tools and materials.

Subtask I2.02 removes superfluous hair.

TASK I3: PERFORMS BASIC FACIAL

Subtask I3.01 prepares facial table.

Subtask I3.02 performs a skin analysis (structure, type, disorders and diseases) and selects appropriate products.

Subtask I3.03 cleanses skin.

Subtask I3.04 performs a facial.

TASK I4: APPLIES MAKEUP

Subtask I4.01 prepares makeup station.

Subtask I4.02 applies make-up.

TASK I5: PIERCES EARS

Subtask I5.01 performs ear piercing.

TASK I6: TRIMS BEARDS AND MOUSTACHES

Subtask I6.01 trims beard and moustache.

TASK I7: TINTS BEARDS, MOUSTACHES AND SIDEBURNS

Subtask I7.01 tints beard, moustache and sideburns.

TASK I8: SHAVES FACE

Subtask I8.01 performs a shave.

DUTY J: MANICURING/PEDICURING

TASK J1: GIVES A MANICURE AND EXPLAINS A PEDICURE

Subtask J1.01 assembles tools and materials.

Subtask J1.02 analyzes nails and hands.

Subtask J1.03 analyzes nail and skin diseases and disorders.

Subtask J1.04 performs a basic manicure.

Subtask J1.05 repairs nails during manicure.

DUTY K: PROVIDING SERVICES FOR SUN-TANNING

TASK K1: PROVIDES SUN-TANNING SERVICES

Subtask K1.01 determines client's needs.

Subtask K1.02 gives sun-tanning treatment.

DUTY L: PERFORMING RETAILS AND SALON MANAGEMENT FUNCTIONS

TASK L1: RECEIVES AND SENDS TELEPHONE MESSAGES

Subtask L1.01 answers telephone, holds and/or transfers call.

Subtask L1.02 records messages.

Subtask L1.03 books appointments.

Subtask L1.04 consults with client.

Subtask L1.05 handles client's complaints.

Subtask L1.06 places calls.

Subtask L1.07 uses answering machine.

TASK L2: PERFORMS CLIENT RECEPTION FUNCTIONS

Subtask L2.01 greets, directs and handles clients.

Subtask L2.02 handles client's special needs.

Subtask L2.03 maintains office and waiting area.

TASK L3: PERFORMS CASH AND RECORD KEEPING FUNCTIONS

Subtask L3.01 computes individual intake.

Subtask L3.02 records working hours.

Subtask L3.03 records retail sales.

Subtask L3.04 maintains inventory control.

Subtask L3.05 completes daily cash reports.

Subtask L3.06 fills deposit slips.

Subtask L3.07 deposits cash.

TASK L4: PERFORMS RETAIL SALES

Subtask L4.01 greets client.

Subtask L4.02 consults with client.

Subtask L4.03 recommends products.

Subtask L4.04 completes sale transaction.

Subtask L4.05 calculates sales taxes where applicable.

Subtask L4.06 completes sales transaction by phone or mail.

Subtask L4.07 displays products.

Subtask L4.08 prices products.

Subtask L4.09 markets products.

TASK L5: ANALYZES SALON MANAGEMENT FUNCTIONS

Subtask L5.01 analyzes accounting books/business records.

Subtask L5.02 identifies job functions.

TASK L6: PERFORMS SALON MANAGEMENT FUNCTIONS

Subtask L6.01 applies salon management functions.

TASK L7: PERFORMS EMPLOYABILITY SKILLS

Subtask L7.01 performs job seeking-career development skills.

Subtask L7.02 maintains work/trade ethics.

TASK L8: PERFORMS METRIC AND IMPERIAL CONVERSIONS

Subtask L8.01 performs conversions.

APPRENTICESHIP & TRAINING BRANCH

INSTRUCTIONAL PACKAGE — EFFECTIVE DATE: September, 1991

DESIGNATED TRADE: Hairstylist — CERTIFICATION COVERAGE: I

TRAINING LEVELS: 1

I. APPRENTICESHIP CONCEPTS/CONTENT: An apprentice Hairstylist is a person who enters into a written agreement of apprenticeship with an employer and the government of Manitoba to learn the Hairstylist trade requiring a minimum of 1400 hours of in-school technical training and 1600 hours of work under the supervision of an experienced qualified hairstylist.

The content includes, but is not limited to, colouring and bleaching hair, hair styling techniques, perming hair, straightening (relaxing) hair, conditioning, treating and cleaning hair and scalp, performing facial treatments and other miscellaneous services.

II. ON-THE-JOB AND IN-SCHOOL EXPERIENCE: The purpose of apprenticeship is to enable apprentices to gain practical experience and related instruction in that trade through paid, supervised on-the-job training and in-school instruction. Employers provide on-the-job training in all tasks associated with the trade. Apprentices perform job-related tasks under the supervision of journeypersons. Job tasks and related skills are acquired in so far as the employer's facilities and the character of the employer's work will permit. In-school instruction is designed to provide apprentices' with the knowledge (cognitive), attitudes (affective) and manipulative (psychomotor) skills required for success in the occupation.

III. STRUCTURE OF INSTRUCTIONAL ANALYSIS: The structure of the in-school instructional analysis is a concise but wide-ranging framework of apprentice instruction standards derived from duties, tasks and subtasks that encompass the Hairstylist trade. The analysis estimates the time (in minutes and hours) devoted to in-school instruction (theoretical, practical) and lists the terminal and enabling objectives that define the scope of instruction for the trade. The objectives are listed in a rational order but there is no intention that this represents a desirable instructional sequence.

ANALYSIS TERM	DEFINITION
Duty	is the largest division within the analysis and reflects a distinct operation relevant to the occupation. A collection of duties make up the total job assignment of a single worker. Only the verbal action ("ing") or its result (e.g. conditioning; cutting; perming; manicuring) is specified. A higher level knowledge or content factor is not generally specified unless it contains the verbal action or its result.
Task	is the distinct activity, that combined with others, makes up the logical and necessary steps the worker is required to perform to complete a specific assignment within a "Duty". Only the suffixes ("es" or "s") forming the 3rd person singular present of verbs (e.g.analyzes; maintains; drapes; performs; trims; shaves) is specified. A higher level knowledge or content factor is not generally specified unless it contains the suffixes forming the 3rd person singular present of verbs.
Subtask	is the smallest division into which it is practical to sub-divide any work activity, that combined with others, makes up the logical and necessary steps the worker is required to perform to complete a specific assignment within a "Task". Only the suffixes ("es" or "s") forming the 3rd person singular present of verbs (e.g. cleans; wets; styles; selects; trims; applies) is specified. A higher level knowledge or content factor is not generally specified unless it contains the suffixes forming the 3rd person singular present of verbs.
Enabling Objective	is the critical knowledge that a worker must acquire to perform the skill requirements of a subtask.

IV. ORGANIZATION AND PLANNING: To facilitate efficient planning of instruction, an apprenticeship program can be organized into blocks, and modules. A block is a major section of the apprenticeship training program. A block usually represents a complete duty area within an occupation. The module is a natural subdivision of a block and is composed of a cluster of learning experiences or lessons that would logically be delivered in close sequence. A module usually represents a complete task within an occupation.

Figures 1 and 2 illustrate the relationship between the parts of the hierarchical structure of a job (Job, Duty, Task and Subtask) and the various components of an apprenticeship program (Apprenticeship Program, Block, Module and Step).

Figure 1

Program Modularization and Unitization

JOB	Represents	APPRENTICESHIP PROGRAM
DUTY	Represents	BLOCK
TASK	Represents	MODULE
SUBTASK	Represents	STEP

Figure 2

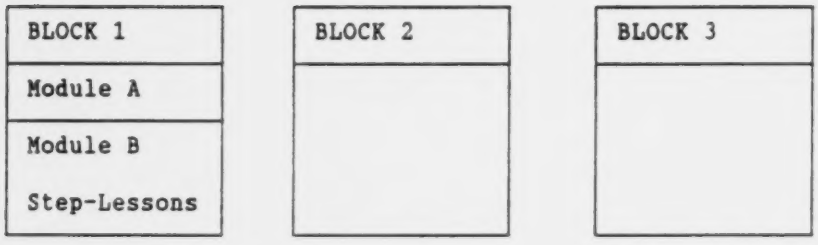
Relationship Between Job Structure, Objectives and Program Delivery Plan

	Objectives	Program Delivery Plan
Duties	General Objectives	Major Blocks
Tasks	Terminal Objectives	Modules
Subtasks	Enabling Objectives	Step-Lessons

Figure 3 illustrates how a program of instruction can be organized.

Figure 3

Program Organization



Block: Major section of a program.

Module: A natural subdivision of a block. A module is composed of a cluster of learning experiences or step-lessons that would logically be taught in close sequence.

Step-Lesson: Basic building element of a program. Includes all details regarding content to be taught, instructional approaches, equipment and materials used. A step - lesson consists of several teaching points or events of instruction.

Point/Event: Smallest increment of instruction which may involve a concept, idea, fact, skill or procedure.

Figure 4 shows the relationship between job, duty, tasks, subtasks and criterion (i.e. program goal), general (i.e. course goal), terminal and enabling objectives. Notice the coding system used for designating duty, task and subtasks. This system is useful for providing an audit trail.

Figure 4

Job	Hairstylist	Criterion Objective
Duty C	Hairstyling Techniques	General Objective
Task C3	Performs Pin Curl Techniques	Terminal Objective
Sub task C3.01	Determines Type Of Pin Curl Required.	Enabling Objective

When writing an objective at the subtask level of functioning, it must be remembered that additional enabling objectives need to be written stating the critical knowledge subordinate to the skill requirements of the subtask at hand. Of great importance to writers of subordinate enabling objectives is the use of the Glossary Of Subordinate Critical Action Verbs (see below). Greater precision, mutual understanding and uniform acceleration should occur through its use.

GLOSSARY OF SUBORDINATE CRITICAL ACTION VERBS

LIST: a number of items, labels, names, dates, events, etc. in point form. No logical order, connection or association is implied.

STATE: the essential facts or particulars relating to or considered as one distinct idea, person or thing, in one or two sentences.

DEFINE: the exact meaning of a term or essential attributes of an act, idea, expression, etc.

DESCRIBE: the essential properties, characteristics, appearances, sequences, relationships, etc. of an object, process or procedure by way of clear, intelligible, graphic and detailed information.

IDENTIFY: a person or thing; any class or category of persons or things under consideration by way of encircling, marking, naming, pointing, touching objects, etc.

V. INSTRUCTIONAL APPROACH: Selection and/or development of instructional materials and learning activities are limited only in so far as they contribute to the fulfillment or reinforcement of in-school objectives.

Learning experiences should be varied. Laboratory activities, live demonstration, and simulation involving a combination of hardware (e.g. equipment, tools and supplies) and instructional media technology (i.e. learning modules or learning activity packages, microcomputer, audio-visual, interactive video/computer-assisted television or other technologies of instruction) can be employed to assist apprentices' in meeting in-school objectives.

Learning experiences, be they theoretical, practical or combined, should culminate with a performance test of the specified task at hand. The Performance Checklist (available in the sample learning module) is an evaluation tool for recording cumulative data on the apprentice's progress and ability to perform job-related tasks. Prior to receiving a passing grade on a task, apprentices are required to complete all subtasks listed in the performance checklist with a "pass" or "master proficiency." The master proficiency grade can be reserved for outstanding task performance or for tasks where extraordinary proficiency is a requisite (i.e. situation/s that endanger the apprentice and/or lives of others). Reviewing the results of the evaluation with the apprentice and assisting the apprentice in modifying task performance are integral components of evaluation and learning. Subtask or task failure may be removed by reevaluation.

Preparing the instructional setting (i.e. previewing and/or readying equipment, tools, supplies and media technologies of instruction apprentices will use) and analyzing the physical conditions (i.e. adequacy of chairs, desks, lighting, ventilation) of the learning environment need to be considered in the delivery of instruction.

VI. EVALUATION AND TESTING STANDARDS: Evaluation and testing standards follow a three-step process of systematization. In the **FIRST STEP**, test development, the enabling objectives and time estimates delineated in the Apprentice Instruction Standards (In-School Instructional Analysis) section of the Program Guide help determine interprovincial examination (testing) and weighting requirements. Total time estimates for each duty (subject/content) area are recorded in the Time Breakdown Chart and subjected to further analysis in the Weighting Chart. A proportional index or mathematically precise ratio is computed between the time recorded for each duty and task area and compared to the overall structure of Apprentice Instruction Standards under consideration. Thus, a proportional index is one assessed as a constant percentage of the time spent on each duty or task for in-school instruction. Accordingly, examination (test) items are developed in the same proportion of the time spent on each intended task/instructional outcome.

Requirements for certification, the **SECOND STEP**, are mandated by **Manitoba Regulation 64/87R: The Apprenticeship And Trades Qualifications Act** (March 2, 1987) under Section 11 which states in part that where an apprentice obtains 70% or more on a final examination, the apprentice shall be awarded a certificate of qualification.

The **THIRD STEP**, establishing the criterion objective:70/70 standard, is determined a priori. The criterion objective is a measurable yardstick employed by the Apprenticeship and Training Branch for identifying the gap between the desired 70/70 standard and the actual learning/performance of apprentices in the program. That is, 70 percent of the apprentices writing the examination referred to in Section 11 of **Manitoba Regulation 64/87R** must score 70 percent or higher on the examination for the trade. If, for example, only two-thirds (66%) of the apprentices were able to score 70 percent on the examination, then the need statement "four percent of apprentices could not meet the requirements for certification with at least 70 percent accuracy" becomes a statement of fact. Note that the need statement is simply a recognition of the need for improvement. No cause or reason for the shortcoming is implied. Indicators of possible program effects may include shortcomings in instruction, testing, availability/ accessibility of resources (non-human, human), vocational guidance/counselling, and/or the characteristics of the learners themselves. In any case, the need statement provides administrators, educators, researchers and others with a focus for program improvement.

VII. SPECIAL NOTE: In accordance with Section 9(7) R.S.M. 1987, c.A110, the minimum term of agreement of apprenticeship in a designated trade is no less than two years of reasonably continuous employment and related training, except as otherwise provided in Section 9(8) of the R.S.M. 1987, c.A110. Consult regulation 64/87R for more information on Apprentice Admissions and Trades Qualifications requirements. Complete references to the C.C.S.M.c.A110 and regulation 64/87R are available in the Bibliography section of this guide.

Several agencies offer approved courses which meet our requirements for interprovincial certification. Apprentices must successfully complete an approved First Aid Emergency course and C.P.R. lifesaving course.

It is essential for instructors to use the extra PRACTICE HOURS specified in the Apprentice Instruction Standards to improve the learners' task performance, especially for upcoming performance tests.

APPRENTICE INSTRUCTION STANDARDS (IN-SCHOOL INSTRUCTIONAL ANALYSIS)

APPRENTICESHIP PROGRAM AREA: Hairstylist Trade EFFECTIVE DATE: Sept. 1991

TOTAL THEORETICAL HOURS: 521.1 TOTAL PRACTICAL HOURS: 621.4

TOTAL PRACTICE HOURS: 257.5 TOTAL TRAINING HOURS: 1400 (Interprovincial)

A1 Intended Outcome - MAINTAINS PERSONAL HYGIENE
Task Time:Theory 5.5 (Hours) Practical N/A (Hours)
Performance Objective - The learner will be able to demonstrate competency in maintaining personal hygiene.

A1.01 Subtask Time: Theory 330 (Minutes) Practical N/A (Minutes)
Subtask - Maintains cleanliness of self through daily use of deodorants; oral hygiene; grooming of hair; cleanliness of clothes.
Enabling Objectives - The learner will be able to:
01. Describe methods of personal hygiene and good grooming.
02. Describe methods of oral hygiene.
03. Identify types of bacteria.
04. Identify and describe conditions that influence the growth of bacteria.
05. Describe the relationship between cleanliness and good health and success as a hairstylist.
06. State the importance of proper posture, exercise, relaxation, rest and diet.

A2 Intended Outcome - MAINTAINS PUBLIC HYGIENE BY SANITATION
Task Time:Theory 4.5 (Hours) Practical 6 (Hours)
Performance Objective - The learner will be able to demonstrate competency in maintaining public hygiene by sanitization.

A2.01 Subtask Time: Theory 270 (Minutes) Practical 360 (Minutes)
Subtask - Sanitizes all equipment and work facilities.
Enabling Objectives - The learner will be able to:
01. Define sanitation.
02. Describe the advantages of using paper towel and electric hand dryers as opposed to fabric towels.
03. Describe the importance of cleaning all work facilities and equipment.
04. Describe the proper care and application procedures for smocks and capes.
05. Describe the storage of laundry.
06. List the common antiseptics and disinfectants and their function.
07. Describe how to mix and measure solutions.
08. Describe techniques for removing hair from implements.

09. Identify implements that can be sanitized in the wet and dry sanitizers.
10. Identify and describe wet sanitizer, ultraviolet sanitizer and related chemistry.
11. Describe related safety requirements of sanitation equipment.
12. List the correct procedures for sanitizing electrical equipment according to manufacturer directions.

A3 Intended Outcome - ANALYZES PUBLIC HYGIENE/STERILIZATION METHODS.
Task Time: Theory: 3 (Hours) Practical N/A (Hours)
Performance Objective - The learner will be able to demonstrate competency in analyzing public hygiene/sterilization methods.

A3.01 Subtask Time: Theory 180 (Minutes) Practical N/A (Minutes)
Subtask - Performs analyses of public hygiene/sterilization methods.
Enabling Objectives - The learner will be able to:
01. Define sterilization.
02. Describe the importance of sterilizing tools and equipment that contacts the client.
03. Identify sterilization methods.
04. Describe the correct procedures to be followed before and after the sterilization process.
05. Describe sterilization safety precautions.

A4 Intended Outcome - PRACTICES SAFE WORKPLACE HABITS.
Task Time:Theory 4.3 (Hours) Practical 5.8 (Hours)
Performance Objective - The learner will be able to demonstrate competency in practising safe workplace habits.

A4.01 Subtask Time: Theory 255 (Minutes) Practical 345 (Minutes)
Subtask - Performs safe workplace habits applicable to trade.
Enabling Objectives - The learner will be able to:
01. Define Workplace Hazardous Material Information System (W.H.M.I.S.).
02. Describe W.H.M.I.S. safety procedures as applied to hairstyling.
03. Identify W.H.M.I.S. symbols.
04. Identify potential hazards in the shop (e.g. chemicals, explosives, fire safety).

A5 Intended Outcome - APPLIES OR ADMINISTERS FIRST AID EMERGENCY PRACTICES.
Task Time:Theory 4.5 (Hours) Practical 3.5 (Hours)
Performance Objective - The learner will be able to demonstrate first aid emergency practices.

A5.01 Subtask Time: Theory 270 (Minutes) Practical 210 (Minutes)
Subtask - Completes and carries valid level one emergency first aid certificate of recognized authority.
Enabling Objectives - The learner will be able to:
01. Successfully complete the program/course offered by a recognized authority.

A6 Intended Outcome - APPLIES OR ADMINISTERS C.P.R. LIFESAVING TECHNIQUES.

Task Time:Theory 4.5 (Hours) Practical 3.5 (Hours)
Performance Objective - The learner will be able to demonstrate C.P.R. lifesaving techniques.

A6.01 Subtask Time: Theory 270 (Minutes) Practical 210 (Minutes)
Subtask - Completes course and carries valid C.P.R. certificate of recognized authority.
Enabling Objectives - The learner will be able to:
01. Successfully complete the program/course offered by a recognized authority.

A7 Intended Outcome - SAFELY OPERATES AND MAINTAINS TOOLS AND NON-ELECTRICAL EQUIPMENT.

Task Time:Theory 2.3 (Hours) Practical 3.5 (Hours)
Performance Objective - The learner will be able to demonstrate competency in the safe operation and maintenance of tools and non-electrical equipment.

A7.01/.02/.03 Subtasks Time:Theory 135 (Minutes) Practical 210 (Minutes)
A7.01 Subtask - Operates tools and non-electrical equipment safely and properly.
A7.02 Subtask - Identifies and follows recommended procedures regarding faulty tools and non-electrical equipment.
A7.03 Subtask - Cleans, maintains and operates tools, non-electrical equipment and furniture.
Enabling Objectives - The learner will be able to:
01. Identify and describe the care and use of tools, non-electrical equipment and furniture.
02. Describe how to set up the workstation for other clients.

A8 Intended Outcome - SAFELY OPERATES AND MAINTAINS ELECTRICAL EQUIPMENT.

Task Time:Theory 2 (Hours) Practical 4.3 (Hours)
Performance Objective - The learner will be able to demonstrate competency in the safe operation and maintenance of electrical equipment.

A8.01/.02/.03 Subtasks Time:Theory 120 (Minutes) Practical 255 (Minutes)
A8.01 Subtask - Operates electrical equipment safely and properly.
A8.02 Subtask - Identifies and follows recommended procedures regarding faulty electrical equipment.
A8.03 Subtask - Cleans, maintains and stores electrical equipment.
Enabling Objectives - The learner will be able to:
01. Describe the care and use of thermal irons, crimpers, hot combs, blowers, steamers, heat lamps, dryers etc.
02. Describe the dangers of all electrical equipment (e.g. over-loading circuits, water hazards etc.).

B1 Intended Outcome - DRAPES A PATRON FOR ALL SALON SERVICES.
Task Time:Theory .5 (Hours) Practical 6 (Hours)
Performance Objective - The learner will be able to demonstrate different methods of draping for various salon services.

B1.01 Subtask Time: Theory 5 (Minutes) Practical 60 (Minutes)
Subtask - Prepares client for draping.
Enabling Objectives - The learner will be able to:
01. List pre-draping steps (e.g. seat patron, remove jewellery, wash hands).

B1.02 Subtask Time: Theory 5 (Minutes) Practical 60 (Minutes)
Subtask - Performs draping for shampoo, wet hair shaping and scalp, and hair care.
Enabling Objectives - The learner will be able to:
01. Identify proper cape.
02. Identify the required towels for specific service.
03. Explain the importance of the towel and cape application.

B1.03 Subtask Time: Theory 5 (Minutes) Practical 60 (MInutes)
Subtask - Performs draping for chemical services (e.g. permanent waving, relaxers, haircolouring).
Enabling Objectives - The learner will be able to:
01. Review enabling objectives for subtask B1.02.

B1.04 Subtask Time: Theory 5 (Minutes) Practical 60 (Minutes)
Subtask - Performs draping for dry hair services.
Enabling Objectives - The learner will be able to:
01. Identify proper cape.
02. Identify correct paper neck strip for client protection.
03. Explain the neck strip and cape application.

B1.05 Subtask Time: Theory 5 (Minutes) Practical 60 (Minutes)
Subtask - Performs draping for a combout.
Enabling Objectives - The learner will be able to:
01. Review enabling objectives forsubtask B1.04.

B1.06 Subtask Time: Theory 5 (Minutes) Practical 60 (Minutes)
Subtask - Performs draping for a facial or shave.
Enabling Objectives - The learner will be able to:
01. Review enabling objectives for subtask B1.02.

B2 Intended Outcome - GIVES A HAIR SHAMPOO/RINSE FOR ALL HAIR SERVICES.
Task Time:Theory 9 (Hours) Practical 9 (Hours)
Performance Objective - The learner will be able to demonstrate shampooing/rinsing techniques according to given service.

B2.01 Subtask Time: Theory 180 (Minutes) Practical 180 (Minutes)
Subtask - Performs a plain shampoo.
Enabling Objectives - The learner will be able to:
01. Review enabling objectives for subtask B1.02.
02. Describe how to sanitize hands.
03. List brushing steps prior to plain shampoo.
04. Explain the purpose/benefits of brushing.
05. Describe shampoo application.
06. Describe manipulations.
07. Describe shampoo removal (rinsing).
08. Describe the importance of repeating the shampooing procedure if necessary.
09. Describe towel blotting.
10. Describe shampooing safety precautions.

B2.02 Subtask Time: Theory 180 (Minutes) Practical 180 (Minutes)
Subtask - Performs appropriate shampooing procedure.
Enabling Objectives - The learner will be able to:
01. Identify and describe appropriate shampoo procedure for specific chemical services (e.g. prior/post, permanent waving, hair colouring, lightened hair).

B2.03 Subtask Time: Theory 180 (Minutes) Practical 180 (Minutes)
Subtask - Performs finishing rinses.
Enabling Objectives - The learner will be able to:
01. Describe the application of hair rinses (e.g. creme, acid, instant conditioner).

B3 Intended Outcome - APPLIES APPROPRIATE PRODUCTS FOR CLEANSING AND TREATING HAIR AND SCALP.
Task Time:Theory 62.5 (Hours) Practical 27 (Hours)
Performance Objective - The learner will be able to demonstrate competency in applying appropriate products for cleansing and treating hair and scalp.

B3.01 Subtask Time: Theory 1420 (Minutes) Practical 260 (Minutes)
Subtask - Performs hair/scalp analyses.
Enabling Objectives - The learner will be able to:
01. Define trichology and describe the purpose for hair analysis.
02. Describe the hair structure (e.g. histology, organic composition, layers, distribution).
03. Describe the functions of hair.
04. Describe hair growth cycles.
05. Describe the source and nourishment of hair.
06. Define density.
07. Define elasticity.
08. Define texture.
09. Define strength.
10. Define porosity.

B3.02 Subtask Time: Theory 213.3 (Minutes) Practical 100 (Minutes)
Subtask - Analyze hair diseases/disorders.
Enabling Objectives - The learner will be able to:
01. Define congenital and acquired canities (i.e. greyness or whiteness of hair).
02. Define ringed hair.
03. Define hypertrichosis (i.e. hirsutes).
04. Define trichoptilosis (i.e. split ends).
05. Define trichorrhexis (i.e. brittle hair).
06. Define monilethrix (i.e. beaded hair).
07. Define fragiletas crinium (i.e. hair brittleness).

B3.03 Subtask Time: Theory 260 (Minutes) Practical 100 (Minutes)
Subtask - Analyze scalp diseases and disorders.
Enabling Objectives - The learner will be able to:
01. Define pityriasis (i.e. dandruff).
02. Define alopecia (i.e. hair loss).
03. Define tinea (i.e. ringworm).
04. Define scabies (i.e. animal parasite).
05. Define pediculosis (i.e. headlice).
06. Define carbuncle (i.e. extensive inflammation of tissue).
07. Define furuncle (i.e. boil).

B3.04 Subtask Time: Theory 245 (Minutes) Practical 460 (Minutes)
Subtask - Identifies various hair/scalp treatments.
Enabling Objectives - The learner will be able to:
01. Identify hair/scalp disorders which can be treated by the hairstylist.
02. Identify hair/scalp disorders which can be treated by the physician.
03. Describe treatment for normal hair/scalp.
04. Identify treatment for dandruff.
05. Identify treatment for dry hair/scalp.
06. Identify treatment for oily hair/scalp.
07. Identify treatment for damaged hair.
08. Identify treatment for alopecia.
09. Identify treatment for hypertrichosis.
10. Identify treatment for trichoptilosis.

B3.05 Subtask Time: Theory 1000 (Minutes) Practical 300 (Minutes)
Subtask - Selects appropriate products for cleansing and treating hair.
Enabling Objectives - The learner will be able to:
01. Describe reasons for shampooing.
02. Describe the cleansing action of shampoo (e.g. molecular structure).
03. Describe the pH scale.
04. Describe a method for testing the pH of products (e.g. pH meter, nitrozene or litmus paper).
05. List and explain the types of shampoos (e.g. soap, soapless, detergent, dry).
06. Identify the pH range of various types of shampoos.
07. Describe the reasons for applying hair rinses/instant conditioners.
08. Describe the action of hair rinses/instant conditioners (e.g. counteracting alkilinity, closing cuticle).
09. List and explain the types and purposes of hair rinses (e.g. cream, medicated, lemon, vinegar).
10. Identify the pH range of various types of rinses.
11. State the differences between various types of rinses (e.g. cuticle acidifiers versus instant conditioners).
12. Describe the reasons for applying remoisturizing conditioners.
13. Describe the action of humectants.
14. Describe the reasons for applying reconstructive conditioners.
15. State the composition of protein and nucleic acid reconstructors.
16. Describe the effect of protein and nucleic acid reconstructors within the hair cortex.
17. Identify and describe various other types of conditioning agents (e.g. normalizing conditioners, setting conditioners).

B3.06 Subtask Time: Theory 613.3 (Minutes) Practical 400 (Minutes)
Subtask - Selects appropriate procedures for cleansing and treating scalp.
Enabling Objectives - The learner will be able to:
01. State the purpose of giving scalp treatments.
02. State the purpose and describe the proper procedures for analyzing scalp conditions through visual inspection and scalp manipulation.
03. Describe the correct procedures in performing scalp manipulations.
04. Explain when to avoid scalp manipulations.
05. Describe the treatment procedures used to combat oily and dry scalps (e.g. products, manipulations, electrical equipment).

C1 Intended Outcome - DESIGNS VARIOUS HAIRSTYLES.
Task Time:Theory 11 (Hours) Practical 25 (Hours)
Performance Objective - The learner will be able to demonstrate competency in designing various hairstyles.

C1.01 Subtask Time: Theory 300 (Minutes) Practical 300 (Minutes)
Subtask - Selects styling patterns becoming to facial types.
Enabling Objectives - The learner will be able to:
01. Identify seven facial shapes.
02. Identify profiles and head shapes.
03. Describe correct styles to compliment facial and head shapes.
04. Describe how to design the style to compliment the client's individual characteristics.

C1.02 Subtask Time: Theory 360 (Minutes) Practical 1200 (Minutes)
Subtask - Designs hairstyles.
Enabling Objectives - The learner will be able to:
01. Identify implements and material used in hairstyling (e.g. rollers, clips, comb, floor/hood dryers).
02. Describe how to remove tangles from hair.
03. Describe various methods of parting hair.
04. Describe how to locate the natural part.
05. Identify and describe hair growth patterns and root direction (e.g. cowlick, whorled).
06. State the importance of a proper haircut as a foundation to styling.
07. Describe comb-out procedures.
08. Describe styling products (e.g. styling mousses, gel).

C2 Intended Outcome - PERFORMS ROLLER SETS AND COMBOUTS.
Task Time: Theory 11.3 (Hours) Practical 31.3 (Hours)
Performance Objective - The learner will be able to demonstrate roller sets and combouts.

C2.01 Subtask Time: Theory 680 (Minutes) Practical 1880 (Minutes)
Subtask - Sections hair, sets and combs out hair to desired style.
Enabling Objectives - The learner will be able to:
01. Describe the proper procedure for roller setting.
02. Describe the sizes and types of rollers and their uses.
03. Describe the types of bases and their effects (e.g. rectangle, over and under directed).
04. State the importance of pattern designs (e.g. carving and scaling sections, pivot points).
05. Describe how to anchor rollers with clips and how to remove them.
06. Describe the purpose of hairnets.
07. Explain the effects of improper drying.
08. Explain various combouts and techniques to achieve a predetermined pattern (e.g. back combing/brushing, cushioning, wave movements, balance, finishing steps).

C3 Intended Outcome - PERFORMS PIN CURL TECHNIQUES.
Task Time:Theory 15.3 (Hours) Practical 26 (Hours)
Performance Objective - The learner will be able to demonstrate pin curl techniques.

C3.01 Subtask Time: Theory 520 (Minutes) Practical 260 (Minutes)
Subtask - Determines type of pin curl required.
Enabling Objectives - The learner will be able to:
01. Identify the parts of a pincurl and describe their functions.
02. Explain the difference between clock-wise and counter clockwise curls.
03. Describe moulding/shapings in relation to pincurl placement.
04. Explain how curl and stem direction are determined from the shaping.
05. List the various types of pin curl bases.
06. Explain the importance of ribboning and anchoring pincurls.

C3.02 Subtask Time: Theory 400 (Minutes) Practical 1300 (Minutes)
Subtask - Prepares and moulds hair into appropriate direction for desired pin curl, and clips into place.
Enabling Objectives - The learner will be able to:
01. Identify alternate shapings in moulded hair.
02. Describe the procedures for performing pin curl techniques.
03. Describe barrel, cascade, and stand up pincurls.
04. Describe the bases on, half off and off.
05. Describe flat and flair (indentation) pincurls.
06. Describe the no stem, half-stem and full stem pincurls.
07. Describe filler (directional) pincurls.

C4 Intended Outcome -PERFORMS FINGER WAVING TECHNIQUES.
Task Time:Theory 6.7 (Hours) Practical 28.3 (Hours)
Performance Objective - The learner will be able to demonstrate finger waving techniques.

C4.01 Subtask Time: Theory 400 (Minutes) Practical 1700 (Minutes)
Subtask - Wets and moulds hair into alternating "C" base formations, using fingers and comb.
Enabling Objectives - The learner will be able to:
01. List the reasons for studying finger waving and the various styles.
02. List the parts of the waves, ridges, closed and open ends.
03. Identify individual's natural parting of the hair.
04. Describe the importance of determining natural growth patterns.
05. Describe the purpose for the skip wave and how to accomplish it.
06. Describe various finger waving lotions/gels and their purposes.
07. Identify horizontal/vertical finger waves and describe how they are accomplished.
08. Describe alternate patterns of finger waving.
09. Describe the procedures for finger waving finishing.

C5 Intended Outcome - PERFORMS BLOW DRYING TECHNIQUES.
Task Time:Theory 4.7 (Hours) Practical 25 (Hours)
Performance Objective - The learner will be able to demonstrate blow drying techniques.

C5.01 Subtask Time: Theory 280 (Minutes) Practical 1500 (Minutes)
Subtask - Performs blow drying techniques.
Enabling Objectives - The learner will be able to:
01. Describe the use and operation of a blow dryer.
02. Describe the safety precautions involved in blow drying.
03. Explain the advantages and disadvantages of blow drying hair.
04. Describe various blow drying techniques (e.g. fingers, brushes).
05. Describe the effects of improper blow drying techniques.
06. Explain other types of drying tools, their purpose and how to use them (e.g. hair dryers, lampdryers, diffusers).

C6 Intended Outcome - PERFORMS CURLING IRON TECHNIQUES.
Task Time:Theory 4.3 (Hours) Practical 13 (Hours)
Performance Objective - The learner will be able to demonstrate curling iron techniques.

C6.01 Subtask Time: Theory 260 (Minutes) Practical 780 (Minutes)
Subtask - Styles hair using various heat implements.
Enabling Objectives - The learner will be able to:
01. Describe the operation and proper way to handle various heat implements (e.g. curling iron crimpers).
02. Describe safety precautions pertaining to heat implements.
03. Describe how to accomplish various effects using heating implements (e.g. movement, volume indentation, crimping, croquignole, spiral, heated rollers).

D1 Intended Outcome - PERFORMS PROPER HAIR CUTTING (HAIRSHAPING) TECHNIQUES.
Task Time:Theory 20 (Hours) Practical 20 (Hours)
Performance Objective - The learner will be able to demonstrate hair cutting (hairshaping) techniques.

D1.01 Subtask Time: Theory 1200 (Minutes) Practical 1200 (Minutes)
Subtask - Performs proper hair cutting techniques.
Enabling Objectives - The learner will be able to:
01. Describe how hair cutting serves as a foundation for other hair services.
02. Describe the safety precautions and the function of scissors, thinning-shears, razor, clippers and other implements.
03. Describe various hair sectioning patterns.
04. Describe the correct ways to hold the hair with fingers.
05. Describe the importance of angles (finger positions) in haircutting.

06. Describe the importance of standing positions in haircutting.
07. Describe the correct way to hold hair cutting implements.
08. Describe texturizing techniques with shears, thinning shears, notching shears and razor.
09. Describe blending techniques with appropriate implements.
10. Describe the basic cutting techniques with shears and razor.
11. Describe the cutting techniques of hair tapering.
12. Describe the cutting techniques of hair shingling.
13. Explain the procedure for cutting over-curly hair.
14. Explain elevation.

D2 Intended Outcome - PERFORMS CLUB CUTTING TECHNIQUE.
Task Time:Theory 4 (Hours) Practical 9.5 (Hours)
Performance Objective - The learner will be able to demonstrate the club cutting technique.

D2.01 Subtask Time: Theory 120 (Minutes) Practical 150 (Minutes)
Subtask - Selects tools required to perform technique.
Enabling Objectives - The learner will be able to:
01. Describe the various implements to perform the service.

D2.02 Subtask Time: Theory 120 (Minutes) Practical 420 (Minutes)
Subtask - Performs the club cut.
Enabling Objectives - The learner will be able to:
01. Describe the proper technique to perform blunt cutting.
02. Describe how to finish the haircut using final detail technique.

D3 Intended Outcome - PERFORMS LAYER CUTTING TECHNIQUES.
Task Time: Theory 8 (Hours) Practical 14.5 (Hours)
Performance Objective - The learner will be able to demonstrate layer cutting techniques.

D3.01 Subtask Time: Theory 120 (Minutes) Practical 150 (Minutes)
Subtask - Selects tools required to perform technique.
Enabling Objectives - The learner will be able to:
01. Review enabling objective for subtask D2.01.

D3.02 Subtask Time: Theory 360 (Minutes) Practical 720 (Minutes)
Subtask - Performs the layer cut.
Enabling Objectives - The learner will be able to:
01. Describe the proper technique to perform the layer cut.
02. Describe how to finish the haircut using final detail technique.

D4 Intended Outcome - PERFORMS SLITHERING (EFFILATING) TECHNIQUE.
Task Time:Theory 2.2 (Hours) Practical 6.5 (Hours)
Performance Objective - The learner will be able to demonstrate the slithering (effilating) technique.

D4.01 Subtask Time: Theory 55 (Minutes) Practical 150 (Minutes)
Subtask - Selects tools required to perform technique.
Enabling Objectives - The learner will be able to:
01. Review enabling objectives for subtask D2.01.

D4.02 Subtask Time: Theory 75 (Minutes) Practical 240 (Minutes)
Subtask - Performs selected hair cutting techniques.
Enabling Objectives - The learner will be able to:
01. Describe the proper technique to perform slithering (effilating).

D5 Intended Outcome - PERFORMS RAZOR CUTTING TECHNIQUES.
Task Time:Theory 4 (Hours) Practical 15 (Hours)
Performance Objective - The learner will be able to demonstrate razor cutting techniques.

D5.01 Subtask Time: Theory 120 (Minutes) Practical 120 (Minutes)
Subtask - Selects tools required to perform technique.
Enabling Objectives - The learner will be able to:
01. Review enabling objectives for subtask D2.01.

D5.02 Subtask Time: Theory 120 (Minutes) Practical 780 (Minutes)
Subtask - Performs selected razor cutting techniques.
Enabling Objectives - The learner will be able to:
01. Describe the proper technique to perform razor cutting.
02. Describe the proper technique to perform razor sculpturing.

D6 Intended Outcome - PERFORMS CLIPPER CUTTING TECHNIQUES.
Task Time: Theory 8 (Hours) Practical 20 (Hours)
Performance Objective - The learner will be able to demonstrate clipper cutting techniques.

D6.01 Subtask Time: Theory 120 (Minutes) Practical 300 (Minutes)
Subtask - Selects tools required to perform techniques.
Enabling Objectives - The learner will be able to:
01. Review enabling objectives for subtask D2.01.

D6.02 Subtask Time: Theory 360 (Minutes) Practical 900 (Minutes)
Subtask - Performs selected clipper cutting techniques.
Enabling Objectives - The learner will be able to:
01. Describe the proper technique to perform clipper cutting (e.g. clipper over comb, free hand clipper cutting, arching).

D7 Intended Outcome - PERFORMS SLIDE CUTTING TECHNIQUE.
Task Time: Theory 3.5 (Hours) Practical 10.5 (Hours)
Performance Objective - The learner will be able to demonstrate the slide cutting technique.

D7.01 Subtask Time: Theory 70 (Minutes) Practical 150 (Minutes)
Subtask - Selects tools required to perform technique.
Enabling Objectives - The learner will be able to:
01. Review enabling objectives for subtask D2.01.

D7.02 Subtask Time: Theory 140 (Minutes) Practical 480 (Minutes)
Subtask - Performs selected slide cutting techniques.
Enabling Objectives - The learner will be able to:
01. Describe the proper technique to perform slide cutting.

D8 Intended Outcome - PERFORMS THINNING/TEXTURIZING/BLENDING CUTTING TECHNIQUE/S.
Task Time: Theory 3.5 (Hours) Practical 17 (Hours)
Performance Objective - The learner will be able to demonstrate thinning/texturizing/blending cutting technique/s (i.e. chipping, pruning, notching).

D8.01 Subtask Time: Theory 120 (Minutes) Practical 120 (Minutes)
Subtask - Selects tools required to perform technique(s).
Enabling Objectives - The learner will be able to:
01. Review enabling objectives for subtask D2.01.
02. Explain the use of blending shears.

D8.02 Subtask Time: Theory 90 (Minutes) Practical 900 (Minutes)
Subtask - Performs selected hair texturizing/thinning/blending technique(s).
Enabling Objectives - The learner will be able to:
01. Describe the proper technique/s to perform texturizing/thinning/blending.

D9 Intended Outcome - PERFORMS SHINGLING CUTTING TECHNIQUE.
Task Time: Theory 3 (Hours) Practical 8.5 (Hours)
Performance Objective - The learner will be able to demonstrate the shingling cutting technique.

D9.01 Subtask Time: Theory 90 (Minutes) Practical 150 (Minutes)
Subtask - Selects tools required to perform technique.
Enabling Objectives - The learner will be able to:
01. Review enabling objectives for subtask E2.01.

D9.02 Subtask Time: Theory 90 (Minutes) Practical 360 (Minutes)
Subtask - Performs selected shingling cutting technique.
Enabling Objectives - The learner will be able to:
01. Describe the proper technique to perform shingling cutting.

D10 Intended Outcome - INCORPORATES VARIOUS CUTTING TECHNIQUES TO CREATE A DESIRED EFFECT.
Task Time: Theory 6 (Hours) Practical 12.5 (Hours)
Performance Objective - The learner will be able to demonstrate competency in incorporating various cutting techniques to create a desired effect.

D10.01 Subtask Time: Theory 180 (Minutes) Practical 150 (Minutes)
Subtask - Selects tools required to create desired effect.
Enabling Objectives - The learner will be able to:
01. Review enabling objectives for subtask D2.01.

D10.02 Subtask Time: Theory 180 (Minutes) Practical 600 (Minutes)
Subtask - Performs selected cutting technique to create a desired effect.
Enabling Objectives - The learner will be able to:
01. Describe the proper technique to perform a completed haircut.

D11 Intended Outcome - PERFORMS ONE-LENGTH HAIR CUT.
Task Time: Theory 4 (Hours) Practical 11.5 (Hours)
Performance Objective - The learner will be able to demonstrate competency in performing an one-length hair cut.

D11.01 Subtask Time: Theory 120 (Minutes) Practical 120 (Minutes)
Subtask - Selects tools required to perform one-length hair cut.
Enabling Objectives - The learner will be able to:
01. Review enabling objectives for subtask D2.01.

D11.02 Subtask Time: Theory 120 (Minutes) Practical 570 (Minutes)
Subtask - Performs one-length hair cut.
Enabling Objectives - The learner will be able to:
01. Describe the theory and proper technique to perform the one-length hair cut.
02. Describe how to finish the one-length hair cut (e.g. checking for residual long ends).

D12 Intended Outcome - PERFORMS A TAPERED CUT.
Task Time: Theory 11 (Hours) Practical 12.5 (Hours)
Performance Objective - The learner will be able to demonstrate competency in performing a tapered cut.

D12.01 Subtask Time: Theory 120 (Minutes) Practical 150 (Minutes)
Subtask - Selects tools required to perform tapered cut.
Enabling Objectives - The learner will be able to:
01. Review enabling objectives for subtask D2.01.

D12.02 Subtask Time: Theory 540 (Minutes) Practical 600 (Minutes)
Subtask - Performs a tapered cut.
Enabling Objectives - The learner will be able to:
01. Describe the theory and proper technique to perform the tapered cut.
02. Describe how to achieve even clean lines in the nape.
03. Identify and create appropriate neck lines/sideburns for males/females.
04. Describe how to adjust side-burns by eye/ear position.

D13 Intended Outcome - PERFORMS GRADUATED HAIRCUT.
Task Time: Theory 6.5 (Hours) Practical 14.5 (Hours)
Performance Objective - The learner will be able to demonstrate competency in performing a graduated haircut.

D13.01 Subtask Time: Theory 105 (Minutes) Practical 150 (Minutes)
Subtask - Selects tools required to perform graduated haircut.
Enabling Objectives - The learner will be able to:
01. Review enabling objectives for subtask D2.01.

D13.02 Subtask Time: Theory 285 (Minutes) Practical 720 (Minutes)
Subtask - Performs a graduated haircut.
Enabling Objectives - The learner will be able to:
01. Describe theory and proper technique to perform the graduated haircut.
02. Describe how to finish the haircut using final detailing techniques.

D14 Intended Outcome - PERFORMS RELATED HAIRCUTTING SERVICES.
Task Time: Theory 3.5 (Hours) Practical 5.5 (Hours)
Performance Objective - The learner will be able to demonstrate various related haircutting services.

D14.01 Subtask Time: Theory 75 (Minutes) Practical 150 (Minutes)
Subtask - Selects tools required to perform service.
Enabling Objectives - The learner will be able to:
01. Review enabling objectives for subtask D2.01.

D14.02 Subtask Time: Theory 135 (Minutes) Practical 180 (Minutes)
Subtask - Trims eye-brows, ears and nostrils as necessary/desired.
Enabling Objectives - The learner will be able to:
01. Describe how to trim the eye-brows.
02. Describe how to trim ear and nostril hair.

E1 Intended Outcome - PERFORMS PERMANENT WAVE TECHNIQUES.
Task Time: Theory 64 (Hours) Practical 11 (Hours)
Performance Objective - The learner will be able to demonstrate permanent wave techniques.

E1.01 Subtask Time: Theory 240 (Minutes) Practical N/A (Minutes)
Subtask - Provides the history and background of permanent waving.
Enabling Objectives - The learner will be able to:
01. State a brief history of permanent waving.
02. Explain the importance of keeping up to date on new products and techniques.
03. Describe the importance of permanent waving for hairstyling.

E1.02 Subtask Time: Theory 1800 (Minutes) Practical 180 (Minutes)
Subtask - Identifies tools, equipment and products.
Enabling Objectives - The learner will be able to:
01. List and describe different rods and their uses (e.g. straight/spool, concave, spiral, revolution).
02. Explain the importance of pre-permanent shampooing.
03. Describe the chemical composition of alkaline and acid waving lotions and neutralizers.
04. State the effect and purpose of alkaline perms.
05. Explain the effect and use of neutral and acid-balanced perms.
06. List items of importance to be included on the permanent waving record card.
07. Describe the importance of precutting and postcutting when giving a permanent wave.
08. List the characteristics of hair based on hair and scalp analyses (e.g. porosity, density, texture, elasticity).
09. Identify the appropriate perm based on the previous hair and scalp analyses.
10. Identify the proper size rods to achieve the desired curl effect.

E1.03 Subtask Time: Theory 600 (Minutes) Practical 180 (Minutes)
Subtask - Performs sectioning, blocking and wrapping.
Enabling Objectives - The learner will be able to:
01. Describe the importance of sectioning and blocking.
02. Describe sectioning, blocking, and subsectioning of hair.
03. List various wrapping techniques (e.g. basic, directional, horseshoe, bricklay, piggy-back, spiral, pony-tail).
04. Describe proper wrapping procedures.
05. Describe wrapping precautions regarding tension.
06. Describe wrapping precautions regarding elastic placements.
07. Explain the importance of and types of end papers.
08. Describe three methods of placing the papers when wrapping (e.g. bookend wrap, single and double paper).

E1.04 Subtask Time: Theory 1200 (Minutes) Practical 300 (Minutes)
Subtask - Follows application and processing as outlined by manufacturers' directions for specified hair types.
Enabling Objectives - The learner will be able to:
01. Describe the proper procedures to be followed prior to cold waving.
02. Describe the importance of following manufacturers' directions for specified hair types.
03. Describe the importance of client protection prior to and during lotion application.
04. Describe correct lotion application.
05. State the precautions necessary to prevent oversaturation and chemical burns.

06. Describe the application and effects waving lotions have on hair if oversaturated and undersaturated.
07. Describe the chemical reaction on hair from waving lotions.
08. Describe the processing time of wave lotion.
09. State the necessity for test curls, describe the correct technique for taking test curls, and judge ("read") the development of the wave.
10. Describe self-timing perms.
11. Describe how to detect and correct a situation in which a person has been overprocessed.
12. Describe how to detect and correct a situation in which a person has been underprocessed.
13. Describe the variations that can affect processing time of the lotion.
14. Describe the importance of rinsing and blotting hair.
15. Describe the procedures for rinsing and blotting hair.
16. Describe the importance of applying the neutralizer.
17. Describe various procedures for applying neutralizer.
18. Describe the purpose and methods of proper neutralizing.
19. Describe the dangers of under and overneutralizing.
20. Describe the chemical reaction of neutralizers on hair.
21. Describe the procedure for rinsing.
22. Describe cleaning operations during rod removal.

E2 Intended Outcome - PERFORMS BASIC WRAPPING TECHNIQUE.
Task Time: Theory 2 (Hours) Practical 6 (Hours)
Performance Objective - The learner will be able to demonstrate a basic wrap perm.

E2.01 Subtask Time: Theory 120 (Minutes) Practical 360 (Minutes)
Subtask - Performs basic wrap perm.
Enabling Objectives - The learner will be able to:
01. Define the basic wrap technique.
02. Describe the purpose of a basic wrap.
03. Describe the procedures for performing a basic wrap.
04. State the difference between a basic perm and a wash and wear perm.

E3 Intended Outcome - PERFORMS DOUBLE HALO WRAP.
Task Time: Theory 2 (Hours) Practical 6 (Hours)
Performance Objective - The learner will be able to demonstrate a double halo wrap.

E3.01 Subtask Time: Theory 120 (Minutes) Practical 360 (Minutes)
Subtask - Performs double halo wrap.
Enabling Objectives - The learner will be able to:
01. Define the double halo wrap.
02. Describe the purpose of a double halo wrap.
03. Describe the procedures for performing a double halo wrap.

E4 Intended Outcome - PERFORMS BRICK-LAY WRAPPING TECHNIQUE.
Task Time: Theory 2 (Hours) Practical 6 (Hours)
Performance Objective - The learner will be able to demonstrate brick-lay wrapping technique.

E4.01 Subtask Time: Theory 120 (Minutes) Practical 360 (Minutes)
Subtask - Performs brick laying wrapping technique.
Enabling Objectives - The learner will be able to:
01. Define the bricklay wrapping technique.
02. Describe the purpose of the bricklay technique.
03. Describe the procedures for performing the brick-lay wrapping technique.

E5 Intended Outcome - PERFORMS CUSTOM/DIRECTIONAL WRAPPING TECHNIQUES.
Task Time: Theory 2 (Hours) Practical 8 (Hours)
Performance Objective - The learner will be able to demonstrate a custom/directional wrapping techniques.

E5.01 Subtask Time: Theory 120 (Minutes) Practical 480 (Minutes)
Subtask - Performs custom directional wrapping techniques.
Enabling Objectives - The learner will be able to:
01. Define the custom directional wrapping techniques.
02. Describe the purpose of a custom/directional wrapping techniques.
03. Describe the procedures for performing custom/directional wrapping.

E6 Intended Outcome - PERFORMS SPIRAL WRAPPING TECHNIQUES.
Task Time: Theory 3 (Hours) Practical 15 (Hours)
Performance Objective - The learner will be able to demonstrate spiral wrapping techniques.

E6.01 Subtask Time: Theory 180 (Minutes) Practical 900 (Minutes)
Subtask - Performs various spiral wrapping techniques.
Enabling Objectives - The learner will be able to:
01. Define spiral wrapping.
02. Describe the purpose of spiral wrapping.
03. Explain spiral wrap sectioning.
04. Describe various procedures and techniques for performing spiral wrapping.

E7 Intended Outcome - PERFORMS PIGGY-BACK WRAPPING TECHNIQUE.
Task Time: Theory 2.5 (Hours) Practical 10 (Hours)
Performance Objective - The learner will be able to demonstrate piggy-back wrapping.

E7.01 Subtask Time: Theory 150 (Minutes) Practical 600 (Minutes)
Subtask - Performs piggy-back wrapping technique.
Enabling Objectives - The learner will be able to:
01. Define piggy-back wrapping technique.
02. Describe the purpose of piggy-back wrapping.
03. Describe the procedures for piggy-back wrapping.

E8 Intended Outcome - PERFORMS ROD TO ROLLER TRANSFER TECHNIQUE.
Task Time: Theory 2.5 (Hours) Practical 6 (Hours)
Performance Objective - The learner will be able to demonstrate transfer or rod interchange prior to neutralizing.

E8.01 Subtask Time: Theory 150 (Minutes) Practical 360 (Minutes)
Subtask - Performs transfer or rod interchange using proper procedure.
Enabling Objectives - The learner will be able to:
01. Define transfer or rod interchange.
02. Describe the purpose of the transfer or rod interchange.
03. Describe the procedure for transfer or the rod interchange.

E9 Intended Outcome - PERFORMS SPECIALIZED WAVING TECHNIQUES.
Task Time: Theory 7.5 (Hours) Practical 10 (Hours)
Performance Objective - The learner will be able to demonstrate perming techniques suitable for long hair, partial perms, root perms, and reverse perm.

E9.01 Subtask Time: Theory 450 (Minutes) Practical 600 (Minutes)
Subtask - Performs specialized techniques using proper procedures.
Enabling Objectives - The learner will be able to:
01. Describe the procedures and technique for wrapping and processing long hair.
02. Describe the purpose, procedure and technique for wrapping and processing partial perms.
03. Describe the purpose, procedure, technique and processing time for reverse perming.

F1 Intended Outcome - STRAIGHTENS/RELAXES HAIR.
Task Time: Theory 10 (Hours) Practical 3 (Hours)
Performance Objective - The learner will be able to demonstrate competency in straightening/relaxing hair.

F1.01 Subtask Time: Theory 270 (Minutes) Practical 60 (Minutes)
Subtask - Selects appropriate straightening/relaxing products.
Enabling Objectives - The learner will be able to:
01. Define chemical straightening/relaxing.
02. Explain the chemical composition and pH factor of hair straighteners/relaxers (e.g.cold wave lotion, sodium hydroxide).
03. Describe the effects of straightening chemicals on different hair types (e.g. structural changes).
04. Explain the difference between liquid creme and jell straighteners/relaxers.
05. Describe the purpose of protective cremes and when to use them.
06. Explain chemical and physical changes in the hair during the straightening process.
07. Describe the potential dangers and safety practices related to hair straightening chemicals (e.g. skin test, strand test).

F1.02 Subtask Time: Theory 270 (Minutes) Practical 90 (Minutes)
Subtask - Applies straightening/relaxing solution.
Enabling Objectives - The learner will be able to:
01. Describe the importance of following manufacturer's specifications.
02. Describe how to correctly prepare the hair straightener/relaxer.
03. State the difference between a virgin and retouch application.
04. Describe the procedure for a strand test.
05. Identify and describe the procedure for applying the protective cream for exposed skin areas during the chemical service.
06. Describe how to part and hold the hair sections in preparation for chemical application.
07. Describe how to apply the chemical to the hair section.
08. Describe how to apply the chemical according to manufacturer's directions.
09. Explain the variations in timing when applying/processing various straighteners/relaxers.
10. Describe how to rinse off straightening/relaxing chemical and to towel blot excess moisture from each curl.
11. Describe safety precautions when removing straightener/relaxer.
12. Describe how to apply and remove stabilizer/neutralizer according to manufacturer's directions.
13. Describe safety precautions when applying and removing stabilizer/neutralizer.
14. Describe the procedure(s) for rinsing and shampooing hair with stabilizer shampoo, if specified by manufacturer.

F1.03 Subtask Time: Theory 60 (Minutes) Practical 30 (Minutes)
Subtask - Performs post-application services.
Enabling Objectives - The learner will be able to:
01. Describe how to instruct client regarding the upkeep of hair.
02. State recommendations and describe appropriate haircare products and practices.
03. Describe how to record all pertinent information regarding the service performed (e.g. products, timing).
04. Describe basic cleaning operations required after service.

G1 Intended Outcome - PERFORMS CORRECT HAIR COLOURING TECHNIQUES.
Task Time: Theory 20.7 (Hours) Practical 4 (Hours)
Performance Objective - The learner will be able to demonstrate competency in hair colouring techniques.

G1.01 Subtask Time: Theory 1168 (Minutes) Practical 152.5 (Minutes)
Subtask - Provides the principles of hair colouring.
Enabling Objectives - The learner will be able to:

01. Describe the theory and use of the colour wheel.
02. Describe primary, secondary, tertiary and complementary colours.
03. Describe temporary, semi-permanent and permanent colour, their advantages and disadvantages.
04. Explain the chemical composition of temporary, semi-permanent and permanent colours.
05. List the various types of hair colouring products under each of the classifications noted above, explain their activity on the hair and give examples of their use.
06. Explain colour (e.g.international 1 to 10 level system, stages of colour).
07. Explain how to cross reference colour charts.
08. Explain colour base (e.g. red, gold and ash).
09. State the purpose of hair colouring.
10. Explain chemical and physical changes to hair in the colouring process.
11. Explain the following technical terms:
    1) one-step process (single process)
    2) two-step process (double process)
    3) oxidation
    4) progressive
    5) vegetable dye (i.e. hennas)
    6) overlapping
    7) line of demarcation
    08) allergies
    09) developing time
    10) retouch
    11) virgin hair
    12) pre softening
    13) tint back
    14) developer
    15) colour filler
    16) metalic dyes/colour
    17) compound dyes/colour
12. Describe chemicals required for each hair colouring service.
13. Describe how to perform a patch test.
14. State alternate terms for patch test.

G1.02 Subtask Time: Theory 18.1 (Minutes) Practical 22.5 (Minutes)
Subtask - Identifies tools and equipment.
Enabling Objectives - The learner will be able to:
01. List and describe the tools required for hair colouring (i.e. applicator bottles, tint brush, bowl, colour comb, specialized applicators).

G1.03 Subtask Time: Theory 57.5 (Minutes) Practical 62.5 (Minutes)
Subtask - Analyzes hair and scalp for hair colouring service.
Enabling Objectives - The learner will be able to:
01. Describe how to examine and assess hair condition (e.g. percentage of gray, virgin or coloured, scalp irritations, abrasion and disease).
02. Describe how to assess client's preference through consultation.
03. Describe how to perform a strand test.

G2 Intended Outcome - APPLY'S TEMPORARY COLOUR.
Task Time: Theory .8 (Hours) Practical 2 (Hours)
Performance Objective - The learner will be able to demonstrate competency in applying temporary colour.

G2.01 Subtask Time: Theory 45 (Minutes) Practical 120 (Minutes)
Subtask - Selects and apply's product as per manufacturer's specifications.
Enabling Objectives - The learner will be able to:
01. Describe how to select assorted temporary colours (e.g. coloured mousse, premixed water rinses, powder mix, sprays).
02. Describe how to apply temporary colour as per manufacturer's specifications (e.g. gloves, brush).

G3 Intended outcome - APPLIES ASSORTED SEMI-PERMANENT COLOURS.
Task Time: Theory 3.5 (Hours) Practical 3.1 (Hours)
Performance Objective - The learner will be able to demonstrate competency in applying assorted semi-permanent colours.

G3.01 Subtask Time: Theory 208 (Minutes) Practical 183.8 (Minutes)
Subtask - Selects and apply's semi-permanent colour as per manufacturer's specifications.
Enabling Objectives - The learner will be able to:
01. Describe how to select semi-permanent colours (e.g. jazzing, cellophane, beautiful brown, glorious grays).
02. Describe how to apply semi-permanent colours.
03. Describe how to determine developing time (colour strand test).
04. Describe the procedures for shampooing, rinsing or conditioning as necessary.

G4 Intended Outcome - APPLY PERMANENT COLOUR.
Task Time: Theory 19 (Hours) Practical 21.5 (Hours)
Performance Objective - The learner will be able to demonstrate competency in applying permanent colour.

G4.01 Subtask Time: Theory 648.8 (Minutes) Practical 246.3 (Minutes)
Subtask - Determines colour formulation.
Enabling Objectives - The learner will be able to:
01. Identify the client's natural colour level.
02. Identify the target level of colour to be achieved.
03. Describe how to select permanent colours (e.g. Corticular, Goldwell, Roux, Wella).
04. Describe how to mix colour formulation.
05. Describe additional factors which can affect developing time (e.g. medications, temperatures, coatings, resistant areas).
06. Explain liquid/cream and enzyme developers (peroxide), their strengths/volumes and their recommended uses.

G4.02 Subtask Time: Theory 243.8 (Minutes) Practical 612.9 (Minutes)
Subtask - Sections hair and applies permanent colour using brush or applicator method.
Enabling Objectives - The learner will be able to:
01. Describe how to section and subsection hair for tint application.
02. Describe the importance of preparing resistant hair for colour application.
03. Describe the use of fillers in determining colour outcome.
04. Describe the relationship between a colour strand test and colour developing time.
05. Describe the procedure for colour application on virgin hair.
06. Describe the procedure for colour application on retouch colour.
07. Describe the final shampooing and rinsing of colouring agent.
08. Describe the method/s to avoid/remove colour stain from skin (e.g. using colour mix, special remover products).
09. Describe the purpose of pH equalizers following permanent colours.

G4.03 Subtask Time: Theory 244.5 (Minutes) Practical 428 (Minutes)
Subtask - Performs corrective hair colouring measures.
Enabling Objectives - The learner will be able to:
01. Describe discolouration resulting from chlorine, sunlight and hardwater.
02. Explain corrective hair colouring.
03. Explain the procedure for a tint back.
04. Describe the purpose of a colour remover/stripper.
05. Describe how to determine the correct mix of colour remover/stripper.
06. Describe how to apply colour remover and monitor the removal process until desired degree of lift is achieved.
07. Describe shampooing and rinsing of the colour remover/stripper.

G5 Intended Outcome - APPLIES ON-THE-SCALP BLEACHES AND TONERS.
Task Time.: Theory 5.5 (Hours) Practical 9 (Hours)
Performance Objective - The learner will be able to demonstrate competency in applying on-the-scalp bleaches and toners.

G5.01 Subtask Time: Theory 330 (Minutes) Practical 540 (Minutes)
Subtask - Sections hair and applies bleach using brush or applicator method.
Enabling Objectives - The learner will be able to:
01. Explain hair lighteners, their uses, and identify the appropriate lightener for specific situations.
02. Explain the action of bleach on hair.
03. Describe how to select appropriate lightening product.
04. Describe the procedure for applying bleach to a virgin head.
05. Describe the procedure for applying bleach for a bleach retouch.
06. Describe how to monitor the process of bleaching until the appropriate lightening stage is achieved.
07. Describe how to rinse, shampoo and towel dry bleached hair.
08. Describe the difference between peroxide and non-peroxide toners.
09. Describe how to select toner.
10. Describe how to apply toner.

G6 Intended Outcome - PERFORMS HIGHLIGHTS.
Task Time: Theory 4.5 (Hours) Practical 10 (Hours)
Performance Objective - The learner will be able to demonstrate various highlighting techniques.

G6.01 Subtask Time: Theory 270 (Minutes) Practical 600 (Minutes)
Subtask - Performs highlighting techniques.
Enabling Objectives - The learner will be able to:
01. Define highlighting.
02. Define frosting, streaking, tipping and painting (i.e. freehand).
03. Define reverse frosting/streaking.
04. Describe the cap method of highlighting.
05. Describe the foil (i.e. weaving) method of highlighting.
06. Describe the freehand (e.g. painting) method of highlighting.

H1 Intended Outcome - APPLIES WIGS, HAIRPIECES AND HAIR EXTENSIONS.
Task Time: Theory 13.7 (Hours) Practical 20 (Hours)
Performance Objective - The learner will be able to demonstrate competency in applying wigs, hairpieces and hair extensions.

H1.01 Subtask Time: Theory 822 (Minutes) Practical 1200 (Minutes)
Subtask - Performs services on wigs and hairpieces.
Enabling Objectives - The learner will be able to:

01. Describe various styles and types of wigs and hairpieces (e.g. synthetic, human hair and animal, hand stitched and machine stitched.
02. Describe how to determine hair shade, quality of hair, length of hair, type of hair, part and patterns.
03. Describe how to measure heads (circumference, middle of front hairline to nape, ear to ear, temple to temple and width of nape).
04. Describe how to record the consultation process.
05. Describe how to make accurate cost estimates for the ordering, purchasing, fitting, shaping, styling, tinting and maintenance of wigs and hairpieces.
06. Describe how to fit and adjust wigs, hairpieces and/or hair replacements to meet client needs, satisfaction and comfort.
07. Describe how to shape a wig or hairpiece to produce the desired effect and hairstyle.
08. Describe how to shampoo, condition and style wigs, hairpieces and extensions.
09. Describe when and how to apply various colouring products to wigs, hairpieces and hair replacements.
10. Describe how to clean and repair wigs or hairpieces.
11. Describe how to tape a men's hairpiece base.
12. Describe various alternate methods of attaching men's hairpieces.
13. Describe home maintenance of hairpiece and wigs.

H2 Intended Outcome - ASSESSES COMPUTER VIDEO-GRAPHICS.
Task Time: Theory 1 (Hours) Practical N/A (Hours)
Performance Objective - The learner will be able to demonstrate competency in assessing computer video-graphics.

H2.01 Subtask Time: Theory 60 (Minutes) Practical N/A (Minutes)
Subtask - Performs assessment of video-graphics.
Enabling Objectives - The learner will be able to:

01. Describe how to assess the output of video-graphics and to assist the client in choosing wigs, hairpieces and hair extensions.

I1 Intended Outcome - PERFORMS ANALYSES OF ANATOMY AND PHYSIOLOGY.
Task Time: Theory 19.1 (Hours) Practical N/A (Hours)
Performance Objective - The learner will be able to demonstrate competency in analyzing the anatomy and physiology.

I1.01 Subtask Time: Theory 67.5 (Minutes) Practical N/A (Minutes)
Subtask - Analyzes the skeletal system.
Enabling Objectives - The learner will be able to:
01. Describe the structure and functions of bones of the skull, the cranium, the face, the neck, the chest (thorax) and the shoulder, arm, and hand.

I1.02 Subtask Time: Theory 303.8 (Minutes) Practical N/A (Minutes)
Subtask - Analyzes the muscular system.
Enabling Objectives - The learner will be able to:
01. Identify three categories of muscular tissues.
02. Describe the origin, insertion, and belly of muscles.
03. Describe how muscular tissue may be stimulated.
04. Identify categories of muscles affected by massage.
05. Describe muscles of the scalp, eyebrow, nose, mouth, ear and mastication.
06. Describe muscles of the neck, muscles that attach arms to body, muscles of the shoulder, arm, and hand.

I1.03 Subtask Time: Theory 300 (Minutes) Practical N/A (Minutes)
Subtask - Analyzes the nervous system.
Enabling Objectives - The learner will be able to:
01. Describe the importance of the nervous system.
02. Describe the main parts (divisions) of the nervous system.
03. Describe types of nerves.
04. Describe cranial nerves.
05. Describe nerves of the head, face, and neck.
06. Describe nerves of the arm and hand.

I1.04 Subtask Time: Theory 303.8 (Minutes) Practical N/A (Minutes)
Subtask - Analyzes the circulatory/vascular system.
Enabling Objectives - The learner will be able to:
01. Describe the function of the vascular system.
02. List two divisions of the vascular system.
03. Describe the function of the heart.
04. Identify the kinds of blood vessels and describe their function.
05. Identify the principle functions of the blood.
06. Identify and describe two blood circulation systems.
07. Describe the composition of blood.
08. Describe the function of red and white blood cells.
09. Define the lymphatic system.
10. Describe the principle functions of lymph.
11. Identify and describe the function of the principal veins of the head, face and neck.
12. Identify and describe the principal arteries.

I1.05 Subtask Time: Theory 172.5 (Minutes) Practical N/A (Minutes)
Subtask - Analyze the endocrine, excretory, respiratory and digestive systems.
Enabling Objectives - The learner will be able to:
01. Define glands.
02. Identify and describe the two main categories of glands.
03. Identify and describe the five main organs of the excretory system.
04. Describe a respiratory cycle.
05. Describe the principal organs of the digestive system.

I2 Intended Outcome - REMOVES SUPERFLUOUS HAIR.
Task Time: Theory 2.6 (Hours) Practical 1.3 (Hours)
Performance Objective - The learner will be able to demonstrate competency in hair removal.

I2.01 Subtask Time: Theory 95 (Minutes) Practical 24.8 (Minutes)
Subtask - Assembles tools and materials.
Enabling Objectives - The learner will be able to:
01. Identify tools, materials and products necessary for hair removal.
02. Describe how to arrange tools at workstation.

I2.02 Subtask Time: Theory 63 (Minutes) Practical 55 (Minutes)
Subtask - Removes superfluous hair.
Enabling Objectives - The learner will be able to:
01. List various methods for removing superfluous hair (e.g. waxing, tweezing, depilatories, electrolysis).
02. Describe the procedure for waxing.
03. Describe the procedure for tweezing.
04. Identify alternative hair removal methods.

I3 Intended Outcome - PERFORMS BASIC FACIAL.
Task Time: Theory 15.4 (Hours) Practical 5 (Hours)
Performance Objective - The learner will be able to demonstrate competency in performing a basic facial.

I3.01 Subtask Time: Theory 20 (Minutes) Practical 20 (Minutes)
Subtask - Prepares facial table.
Enabling Objectives - The learner will be able to:
01. Identify tools, materials and products necessary for a facial.
02. Describe how to arrange tools at the workstation.

I3.02 Subtask Time: Theory 651.7 (Minutes) Practical 30 (Minutes)
Subtask - Performs a skin analysis (structure, type, disorders and diseases) and selects appropriate products.
Enabling Objectives - The learner will be able to:
01. Describe the structure and composition of the skin (histology).
02. Describe how the skin is nourished.
03. Identify the types of nerves contained within the skin.
04. Identify the glands contained within the skin.
05. Describe the disorders of the sebaceous and sudoriferous glands.
06. Describe how to visually and manually analyze the skin.
07. Describe how to assess the skin's characteristics (i.e. dryness, elasticity, texture, oiliness).
08. Describe the various products and why they are used.
09. Explain the treatment for problem skin, such as dry, oily or acned skin.

I3.03 Subtask Time: Theory 15 (Minutes) Practical 37.5 (Minutes)
Subtask - Cleanses skin.
Enabling Objectives - The learner will be able to:
01. Describe how to thoroughly cleanse skin.
02. Describe the use of a spatula when using facial products.
03. Describe how to select, appropriate cleansing products.

I3.04 Subtask Time: Theory 235 (Minutes) Practical 213.8 (Minutes)
Subtask - Performs a facial.
Enabling Objectives - The learner will be able to:
01. Describe how to apply and remove basic facial products and implements (e.g. cleansing lotion, cleansing cream, massage cream and astringent lotion).
02. Define facial manipulation and its purpose.
03. Describe how to give a facial manipulation.
04. Describe how to steam skin (e.g. towels, steamers).
05. Describe how to remove black heads.
06. Describe how to apply and remove a mask/pack.
07. Describe how to apply a toner.

I4 Intended Outcome - APPLIES MAKEUP.
Task Time: Theory 6 (Hours) Practical 5.8 (Hours)
Performance Objective - The learner will be able to demonstrate competency in applying makeup.

I4.01 Subtask Time: Theory 20 (Minutes) Practical 20 (Minutes)
Subtask - Prepares makeup station.
Enabling Objectives - The learner will be able to:
01. Identify and describe tools and materials necessary for makeup.
02. Describe how to arrange tools at workstation.

I4.02 Subtask Time: Theory 342.5 (Minutes) Practical 329.2 (Minutes)
Subtask - Applies make-up.
Enabling Objectives - The learner will be able to:
01. Describe the difference between daytime and evening make-up.
02. Describe the purpose of corrective makeup.
03. Describe how to use corrective makeup.
04. Describe how to use colour and shading to enhance facial features.
05. Describe how to highlight areas with makeup.
06. Describe how to apply makeup foundation to achieve desired effect.
07. Describe how to prepare eyes and apply makeup (shadow mascara, liner) and style eye brows.
08. Describe the importance of blending shadows.
09. Describe types of cheek colouring.
10. Describe how to apply cheek colour.
11. Describe how to outline lips with lipstick pencil.
12. Describe lipstick application by tube or brush (e.g. blending, colour and adding glosses.
13. Describe how to apply and remove artificial lashes (e.g. single or strip).

I5 Intended Outcome - PIERCES EARS.
Task Time: Theory 1.5 (Hours) Practical .8 (Hours)
Performance Objective - The learner will be able to demonstrate ear piercing.

I5.01 Subtask Time: Theory 90.8 (Minutes) Practical 45 (Minutes)
Subtask - Performs ear piercing.
Enabling Objectives - The learner will be able to:
01. Identify tools, materials and products for ear piercing.
02. Describe how to arrange tools at workstation.
03. Describe how to remove ear jewellery in preparation for ear piercing.
04. Describe how to clean and sanitize area to be pierced.
05. Describe how to use the gun and studs.
06. Describe how to locate and mark area to be pierced (e.g. hand, gun and body positioning).
07. Describe how to sterilize the gun.
08. Describe how to remove and fit disposable cartridges.
09. Describe safety precautions (e.g. removal of impacted earings, gun jamming).
10. Describe how to apply antiseptics.
11. Describe how to instruct client regarding the care of pierced ears.

I6 Intended Outcome - TRIMS BEARDS AND MOUSTACHES.
Task Time: Theory 2.9 (Hours) Practical 4.3 (Hours)
Performance Objective - The learner will be able to demonstrate competency in trimming beards and moustaches.

I6.01 Subtask Time: Theory 171.7 (Minutes) Practical 260 (Minutes)
Subtask - Trims beard and moustache.
Enabling Objectives - The learner will be able to:
01. Describe beard and moustache conditions, texture, quantity and length, density, colour and growth patterns.
02. Identify beard and moustache designs complimentary to client's facial features.
03. List and describe the tools and materials necessary for trimming beards and moustaches.
04. Describe how to arrange tools at workstation for safety.
05. Describe how to use basic tools for shaping and trimming (i.e. shears, electric clippers/outliners or edgers).
06. Describe how to shape, trim and style beard, moustache and sideburns.
07. Explain to client the upkeep of beard, moustache and sideburns.
08. Identify when shaving the beard outline is desirable and applicable.

I7 Intended Outcome - TINTS BEARDS, MOUSTACHES AND SIDEBURNS.
Task Time: Theory .8 (Hours) Practical 2.2 (Hours)
Performance Objective - The learner will be able to demonstrate competency in tinting beards, moustaches and sideburns.

I7.02 Subtask Time: Theory 45 (Minutes) Practical 131.3 (Minutes)
Subtask - Tints beard, moustache and sideburns.
Enabling Objectives - The learner will be able to:
01. Describe appropriate products for tinting beards, moustaches and sideburns.
02. Describe how to tint beards, moustaches and sideburns using chemical products and temporary wax colouring according to manufacturer's directions (e.g. patch test).

I8 Intended Outcome - SHAVES FACE.
Task Time: Theory 4 (Hours) Practical 10.3 (Hours)
Performance Objective - The learner will be able to demonstrate competency in shaving a face.

I8.01 Subtask Time: Theory 240 (Minutes) Practical 620 (Minutes)
Subtask - Performs a shave.
Enabling Objectives - The learner will be able to:
01. Describe how to examine facial skin for potential shaving problems.
02. Describe the facial bone structure in relation to shaving.

03. Describe facial skin conditions (e.g. skin sensitivity).
04. Identify and arrange appropriate tools and materials necessary for shaving.
05. Describe the advantages and disadvantages of fixed and disposable blade razors and their purposes (e.g. magic razor, safety razor, shaper razor, hollow ground, wedge).
06. Define the process of stropping and honing a fixed blade straight razor.
07. Describe how to use and apply steam towels.
08. Describe various facial hair growth patterns.
09. Identify facial sections to be shaved.
10. Describe the four basic shaving strokes (i.e. free hand, reverse free hand, back hand, and reverse back hand).
11. Describe shaving lather applications.
12. Describe the steps in the shaving procedure and recommended sequence.
13. Describe how to stop bleeding using styptic powder/liquid.
14. Describe how to apply moisturizer, astringent and talcum.

J1 Intended Outcome - GIVES A MANICURE AND EXPLAINS A PEDICURE.
Task Time: Theory 17.4 (Hours) Practical 12.5 (Hours)
Performance Objective - The learner will be able to demonstrate competency in giving a basic/hot oil manicure.

J1.01 Subtask Time: Theory 86.7 (Minutes) Practical 36.7 (Minutes)
Subtask - Assembles tools and materials.
Enabling Objectives - The learner will be able to:
01. Identify tools, materials and products necessary for manicuring and pedicuring.
02. Describe how to arrange tools at workstation with consideration for safety.

J1.02 Subtask Time: Theory 138.3 (Minutes) Practical 55 (Minutes)
Subtask - Analyzes nails and hands.
Enabling Objectives - The learner will be able to:
01. Describe the anatomy of nails and hands.
02. Identify the structure and composition of nails, hands and arms.
03. Describe how nails grow.

J1.03 Subtask Time: Theory 380 (Minutes) Practical 140 (Minutes)
Subtask - Analyzes nail and skin diseases and disorders.
Enabling Objectives - The learner will be able to:
01. Describe skin and nail diseases and disorders.
02. Describe the importance of proportion and balance in nails and hands analyses.
03. Describe how to examine nails and hands using visual and tactile approaches.

J1.04 Subtask Time: Theory 123.8 (Minutes) Practical 190 (Minutes)
Subtask - Performs a basic manicure.
Enabling Objectives - The learner will be able to:
01. Describe how to handle chemicals safely (e.g. acetone, non-acetone).
02. Describe how to cleanse the surface of nails.
03. Describe how to shape and file nails uniformly.
04. Describe how to soften and trim cuticles.
05. Describe the importance of soaking and drying the client's hands.
06. Describe the importance of an antiseptic hand bath.
07. Describe the procedure for applying cuticle solvent.
08. Describe how to maintain cuticles.
09. Describe how to remove foreign matter from under the nails.
10. Describe hand/arm massage techniques and cream removal.
11. Describe how to buff nails.
12. Explain a pedicure in relation to enabling objectives 01. through 11. for subtask J1.04.
13. Describe the basecoat application.
14. Describe the polish application.
15. Describe the topcoat application.

J1.05 Subtask Time: Theory 312.5 (Minutes) Practical 330 (Minutes)
Subtask - Repairs nails during manicure.
Enabling Objectives - The learner will be able to:
01. Describe how to repair nails (e.g. tips, silk wraps).

K1 Intended Outcome - PROVIDES SUN-TANNING SERVICES.
Task Time: Theory 1 (Hours) Practical N/A (Hours)
Performance Objective - The learner will be able to demonstrate competency in providing sun-tanning services.

K1.01 Subtask Time: Theory 30 (Minutes) Practical N/A (Minutes)
Subtask - Determines client's needs.
Enabling Objectives - The learner will be able to:
01. Describe how to assess the client's skin, sensitivity, diseases and skin disorders.
02. Describe how to accurately record the consultation.
03. Describe how to recommend sun-tanning treatment on the basis of the analysis.
04. Describe how to analyze and interpret client's data related to skin conditions.

K1.02 Subtask Time: Theory 30 (Minutes) Practical N/A (Minutes)
Subtask - Gives sun-tanning treatment.
Enabling Objectives - The learner will be able to:
01. Describe how to prepare the client.
02. Describe safe practices for protecting sensitive parts of the body.
03. Describe how to determine and monitor exposure time.
04. Explain eye safety.
05. Describe how to set up and operate equipment to manufacturer's instructions (e.g. pamphlet).

L1 Intended Outcome - RECEIVES AND SENDS TELEPHONE MESSAGES.
Task Time: Theory 7.6 (Hours) Practical 13.6 (Hours)
Performance Objective - The learner will be able to demonstrate competency in receiving and sending telephone messages.

L1.01 Subtask Time: Theory 50 (Minutes) Practical 255 (Minutes)
Subtask - Answers telephone, holds and/or transfers call.
Enabling Objectives - The learner will be able to:
01. Describe how to answer telephone promptly, place client on hold and/or transfer call.
02. Describe how to answer telephone using proper identification.
03. Describe how to communicate effectively (i.e. pleasant and audible voice, diction, cheerfulness, effective listening, brevity).
04. Describe the importance of demonstrating initiative, courtesy, tact, proficiency under pressure, empathy, discretion, flexibility, etiquette and sincerity.

L1.02 Subtask Time: Theory 63.8 (Minutes) Practical 60 (Minutes)
Subtask - Records messages.
Enabling Objectives - The learner will be able to:
01. Describe how to maintain telephone area in an efficient manner.
02. Describe the importance of keeping pen, appointment calendar, writing pads and message pads on hand.
03. Describe how to take complete, brief and accurate information.
04. Describe how to fill a message pad.
05. Describe how to keep caller informed.
06. Describe the importance of using correct grammar, spelling and legible handwriting.

L1.03 Subtask Time: Theory 45 (Minutes) Practical 90 (Minutes)
Subtask - Books appointments.
Enabling Objectives - The learner will be able to:
01. Describe how to schedule appointments according to time estimates, and record the same in the appointment calendar or computer.

L1.04 Subtask Time: Theory 122.5 (Minutes) Practical 157.5 (Minutes)
Subtask - Consults with client.
Enabling Objectives - The learner will be able to:
01. Describe how to reply to telephone enquiries.
02. Describe the importance of retreiving previous services data on client.
03. Describe how to advise clients regarding appropriate services and products.
04. Describe what information should be given to caller inquiries regarding costs of services and products.
05. Describe the importance of observing employer's policy, rules and laws regarding confidentiality of information.

L1.05 Subtask Time: Theory 77.5 (Minutes) Practical 155 (Minutes)
Subtask - Handles client's complaints.
Enabling Objectives - The learner will be able to:
01. Describe how to demonstrate good listening skills.
02. Describe the importance of demonstrating initiative, tact, courtesy in handling clients' complaints.
03. Describe how to analyze , handle and settle complaints.

L1.06 Subtask Time: Theory 68.8 (Minutes) Practical 66.3 (Minutes)
Subtask - Places calls.
Enabling Objectives - The learner will be able to:
01. Describe how to use telephone directories.
02. Describe the importance of organizing information before placing a call.
03. Describe how to make local and long distance telephone calls.
04. Describe how to make person-to-person calls.
05. Describe how to place emergency calls (i.e. police, fire, ambulance).
06. Describe how to use and maintain a company directory.
07. Describe the importance of placing a follow-up call to address client inquiries or complaints promptly.
08. Describe the importance of demonstrating (client, hairstylist) discretion regarding the use of telephone for personal matters.

L1.07 Subtask Time: Theory 27.5 (Minutes) Practical 30 (Minutes)
Subtask - Uses answering machine.
Enabling Objectives - The learner will be able to:
01. Describe how to set a telephone answering machine.
02. Describe how to retrieve and transcribe recorded messages.
03. Describe the importance of demonstrating tact and discretion.
04. Describe how to leave a message on an answering machine.

L2 Intended Outcome - PERFORMS CLIENT RECEPTION FUNCTIONS.
Task Time: Theory 3.1 (Hours) Practical 6.9 (Hours)
Performance Objective - The learner will be able to demonstrate competency in client reception functions.

L2.01 Subtask Time: Theory 100 (Minutes) Practical 225 (Minutes)
Subtask - Greets, directs and handles clients.
Enabling Objectives - The learner will be able to:
01. Describe how to establish rapport with client (e.g. demonstrating professionalism, respect, empathy, a sense of humour, courtesy, patience, kindness and cordiality).
02. Describe how to communicate with clients of limited official language proficiency and various cultural backgrounds.
03. Describe how to use appropriate greetings, offer assistance and make introduction using proper etiquette.
04. Describe the importance of verifying the appointment book and of notifying client of any waiting period.
05. Describe how to complete a client's record card.
06. Describe how to review and file a client' record.
07. Describe how to direct and escort client to waiting area or to stylist.

L2.02 Subtask Time: Theory 30 (Minutes) Practical 135 (Minutes)
Subtask - Handles client's special needs.
Enabling Objectives - The learner will be able to:
01. Describe how to handle the elderly, clients with special needs and children.

L2.03 Subtask Time: Theory 55 (Minutes) Practical 55 (Minutes)
Subtask - Maintains office and waiting area.
Enabling Objectives - The learner will be able to:
01. Describe the importance of maintaining an attractive, clean and comfortable salon (e.g. display, upkeep of furniture, obstacle free floor, reading material, music, lighting, ventilation and temperature).
02. Describe the importance of cleaning office and waiting area, dusting furniture, making coffee and replenishing supplies.

L3 Intended Outcome - PERFORMS CASH AND RECORD KEEPING FUNCTIONS.
Task Time: Theory 6.7 (Hours) Practical 6.7 (Hours)
Performance Objective - The learner will be able to demonstrate cash and record keeping functions.

L3.01 Subtask Time: Theory 58 (Minutes) Practical 53 (Minutes)
Subtask - Computes individual intake.
Enabling Objectives - The learner will be able to:
01. Describe how to record individual stylist intake.
02. Describe how to tally tickets and record results to master sheet.
03. Describe how to compute mentally and/or using electronic aids.
04. Describe the importance of demonstrating professionalism, confidentiality, responsibility and honesty.

L3.02 Subtask Time: Theory 18 (Minutes) Practical 15 (Minutes)
Subtask - Records working hours.
Enabling Objectives - The learner will be able to:
01. Describe how to fill time sheets.
02. Describe how to check in and out using time clocks.

L3.03 Subtask Time: Theory 10 (Minutes) Practical 10 (Minutes)
Subtask - Records retail sales.
Enabling Objectives - The learner will be able to:
01. Describe how to record retail sales after services provided as well as walk in retail sales.

L3.04 Subtask Time: Theory 180 (Minutes) Practical 185 (Minutes)
Subtask - Maintains inventory control.
Enabling Objectives - The learner will be able to:
01. Describe how to check inventory, order supplies, count and organize received supplies, complete inventory forms, follow-up.
02. Describe how to delete products sold and restock new products.
03. Describe how to rotate stock.
04. Describe safe practices for lifting and stocking supplies.
05. Describe how to report missing and/or outstanding products.
06. Describe how to analyze sales trends.
07. Describe how to determine reorder point, schedule purchases and deliveries, check delivery receipts and verify invoices.

L3.05 Subtask Time: Theory 68 (Minutes) Practical 98 (Minutes)
Subtask - Completes daily cash reports.
Enabling Objectives - The learner will be able to:
01. Describe how to list all remittances.
02. Describe how to fill cash receipt journals.
03. Describe how to tally daily cash receipts.
04. Describe how to tally daily expenditures.
05. Describe how to perform basic computational functions accurately.
06. Describe how to perform simple bookkeeping functions.

L3.06 Subtask Time: Theory 50 (Minutes) Practical 30 (Minutes)
Subtask - Fills deposit slips.
Enabling Objectives - The learner will be able to:
01. Describe how to balance daily and weekly intake.
02. Describe how to accurately fill bank deposit slips.
03. Identify and describe any discrepancies between daily cash receipts and intakes.

L3.07 Subtask Time: Theory 15 (Minutes) Practical 10 (Minutes)
Subtask - Deposits cash.
Enabling Objectives - The learner will be able to:
01. Describe how to make cash deposits in night box following safe practices and company policies.
02. Describe the importance of displaying the following personality traits (e.g. honesty, integrity, loyalty and confidentiality).

L4 Intended Outcome - PERFORMS RETAIL SALES.
Task Time: Theory 5.4 (Hours) Practical 2.7 (Hours)
Performance Objective - The learner will demonstrate competency in performing retail sales.

L4.01 Subtask Time: Theory 10 (Minutes) Practical N/A (Minutes)
Subtask - Greets client.
Enabling Objectives - The learner will be able to:
01. Describe how to welcome and establish rapport with client.

L4.02 Subtask Time: Theory 10 (Minutes) Practical N/A (Minutes)
Subtask - Consults with client.
Enabling Objectives - The learner will be able to:
01. Describe how to assess and analyze client's needs.

L4.03 Subtask Time: Theory 158 (Minutes) Practical N/A (Minutes)
Subtask - Recommends products.
Enabling Objectives - The learner will be able to:
01. Describe various haircare and cosmetic products.
02. Explain the advantages and limitations of products.
03. Describe the importance of keeping up to date with new products.
04. Describe the importance of explaining manufacturer's instructions to the client.
05. Identify hazardous conditions and explain them to client.
06. Identify and recommend appropriate product on the basis of the client's needs assessment and needs analysis.
07. Describe how to demonstrate good salesmanship.
08. Identify affordable products to meet client's needs.
09. Describe the use of various products using effective presentation strategies.
10. Describe the importance of giving advice for home maintenance program.

L4.04 Subtask Time: Theory 58 (Minutes) Practical 63 (Minutes)
Subtask - Completes sale transaction.
Enabling Objectives - The learner will be able to:
01. Describe how to handle a cash register or terminal.
02. Describe how to accurately perform basic computational functions.
03. Describe how to complete cash sales, charge sales, cash refund, charge refund and even exchange transactions.
04. Describe how to record sales transaction.
05. Describe how to wrap or package merchandise properly.
06. Describe how to accept cheque payments (e.g. company policy, verifying identification, correct amount and date).
07. Describe how to write a receipt.

L4.05 Subtask Time: Theory 15 (Minutes) Practical N/A (Minutes)
Subtask - Calculates sales taxes where applicable.
Enabling Objectives - The learner will be able to:
01. Describe how to calculate provincial, federal and, goods and services sales tax.

L4.06 Subtask Time: Theory 15 (Minutes) Practical N/A (Minutes)
Subtask - Completes sales transaction by phone or mail.
Enabling Objectives - The learner will be able to:
01. Describe how to complete sales related to phone orders, mail orders and staff purchases.

L4.07 Subtask Time: Theory 28 (Minutes) Practical 63 (Minutes)
Subtask - Displays products.
Enabling Objectives - The learner will be able to:
01. Describe how to display products within client's reach.
02. Explain balance and aesthetics.
03. Describe how to perform housekeeping routines.
04. Describe window dressing.

L4.08 Subtask Time: Theory 10 (Minutes) Practical 5 (Minutes)
Subtask - Prices products.
Enabling Objectives - The learner will be able to:
01. Describe how to place/update price tags on various products.
02. Describe how to markup and markdown products.

L4.09 Subtask Time: Theory 20 (Minutes) Practical 28 (Minutes)
Subtask - Markets products.
Enabling Objectives - The learner will be able to:
01. Explain ethics in advertising.
02. Describe how to promote sales.

L5 Intended Outcome - ANALYZES SALON MANAGEMENT FUNCTIONS.
Task Time: Theory 5 (Hours) Practical N/A (Hours)
Performance Objective - The learner will be able to demonstrate competency in analyzing salon management functions.

L5.01 Subtask Time: Theory 120 (Minutes) Practical N/A (Minutes)
Subtask - Analyzes accounting books/business records.
Enabling Objectives - The learner will be able to:
01. Define the following accounting/business terms:
    1) accountant
    2) auditor
    3) assets
    4) balance sheet
    5) bookkeeper
    6) budget
    7) business taxes
    8) employee
    9) employer
    10) expenses
    11) gross pay/gross income
    12) income statement (i.e. T4 slip)
    13) income tax
    14) liabilities
    15) net pay/net income
    16) overtime
    17) paycheck
    18) payroll deductions

19) petty cash
20) profit and loss
21) profit margin
22) property tax
23) sales
24) sales tax
25) social insurance number
26) time card
27) wage commissions

02. Describe how to interpret a time card.
03. Describe how to calculate wages.
04. Identify the costs of operating a hairstylist salon.
05. Describe the purpose of keeping accounts records.
06. Explain the purposes of a budget.

L5.02 Subtask Time: Theory 180 (Minutes) Practical N/A (Minutes)
Subtask - Identifies job functions.
Enabling Objectives - The learner will be able to:
01. Define the following business management/administration terms:
1) administration
2) administrative assistant
3) applicant
4) business
5) corporation
6) employment interview
7) employment test
8) franchise
9) goals
10) goods
11) human relations
12) human resources
13) manager
14) partnership
15) personnel
16) service
17) site/location
18) sole proprietorship
19) supervisor

L6 Intended Outcome - PERFORMS SALON MANAGEMENT FUNCTIONS.
Task Time: Theory 7 (Hours) Practical N/A (Hours)
Performance Objective - The learner will be able to demonstrate competency in performing salon management functions.

L6.01 Subtask Time: Theory 420 (Minutes) Practical N/A (Minutes)
Subtask - Applies salon management functions.
Enabling Objectives - The learner will be able to:
01. Identify and explain liabilities in the hairstylist trade (e.g. malpractice and products liability insurance, manufacturer's products liability insurance, premises liability insurance).
02. Identify and explain types of insurance policies in the hairstylist trade (e.g. fire insurance, worker's compensation insurance, and personal illness, hospitalization, and accident insurance).

03. Describe government regulations pertaining to the apprenticeship process.
04. Describe government regulations pertaining to employment standards.
05. Describe the importance of updating and improving oneself through in-salon seminars and trade shows.

L7 Intended Outcome - PERFORMS EMPLOYABILITY SKILLS.
Task Time: Theory 5.3 (Hours) Practical 3 (Hours)
Performance Objective - The learner will be able to demonstrate competency in performing employability skills.

L7.01 Subtask Time: Theory 180 (Minutes) Practical 180 (Minutes)
Subtask - Performs job seeking-career development skills.
Enabling Objectives - The learner will be able to:
01. Describe the importance of reading in jobs.
02. Describe vocabulary related to careers and occupation.
03. Identify the location of information in reference materials.
04. Identifies potential employers.
05. Describe the importance of writing in jobs, writing legible instructions, directions and notes.
06. Describe the importance of an inquiry letter, resume, job application, follow-up letter and how to accurately complete them in writing.

L7.02 Subtask Time: Theory 135 (Minutes) Practical N/A (Minutes)
Subtask - Maintains work/trade ethics.
Enabling Objectives - The learner will be able to:
01. Describe the importance of avoiding uncomplimentary criticism of co-workers.
02. Describe the importance of practising equitable client distribution.
03. Describe the importance of avoiding sexist remarks, gestures and contact of a sexual connotation.
04. Describe the importance of using a consistent and appropriate pricing policy.
05. Describe the importance of avoiding the consumption of drugs, alcohol, or tobacco prior to or while performing service.

L8 Intended Outcome - PERFORMS METRIC AND IMPERIAL CONVERSIONS.
Task Time: Theory 1 (Hours) Practical .5 (Hours)
Performance Objective - The learner will be able to demonstrate competency in performing metric and imperial conversions.

L8.01 Subtask Time: Theory 60 (Minutes) Practical 30 (Minutes)
Subtask - Performs conversions.
Enabling Objectives - The learner will be able to:
01. Describe how to use and convert between metric/imperial systems.

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Audio-Visual Materials

Films available on a free/rental basis from Association Films, Ltd., 333 Adelaide Street West, Toronto, Ontario M5V 1R6.

Barbarsota, 15 minutes, color, on the history of beards and shaving.

Cosmetics, 13 1/2 minutes, color.

She Lets Her Hair Down, 15 minutes, color, on cosmetics and hairstyles.

Story with a Beard, 10 minutes, color, cartoon.

The Story of Dr. Lister, 28 1/2 minutes, color, on sterilization and bacteriology.

The Truth about Haircolouring, 28 minutes, color.

Films available on a free/rental basis from Modern Talking Picture Service, 143 Sparks Ave, Willowdale, Ontario M2H 2S5

Cosmetics on science off the shelf.

Films available from the Film Services Branch, Manitoba Department of Health, 880 Portage Avenue, Winnipeg, Manitoba R3G OPI

Cosmetics

Disease -- Bacteriology

Environmental Sanitation

Personal Hygiene

The Human Body

Films available from the Medical Film Library of Canada, 376 Wellington Street West, Toronto, Ontario M5V 1E3

Passengers without Passport. 20 minutes, on communicable diseases.

Filmstrips available from Milady Publishing Corporation:

Basic Hairstyling

Cream Scalp Treatment

Metalex Treatment

Oil Scalp Treatment

Other audio-visual materials:

Are You Listening? (kit) Winnipeg: Department of Education Library.

Catalogue No. 13 - 1.15 (lists 35mm slides about the complete manicure). Bronx, N.Y.: Milady Publishing Corporation.

Chemical Relaxer Catalogue No. 13 - 1.30 (lists audio visual aids about chemical relaxers). Bronx, N.Y.: Milady Publishing Corp.

Manitoba Telephone System. Film Catalogue. Winnipeg: Manitoba Telephone System.

Milady Publishing Company. Milady 1990. Catalogue of Instructional Resources, Bronx, NY: Milady Publishing Company.

National Film Board. Film Catalogue. Winnipeg: National Film Board. The catalogue lists films pertaining to safety and fire prevention.

The Story of the Yellow Pages (kit). Winnipeg: Department of Education Library.

New Image Salon System (Video-cassette). Woodland Hills: New Image Industries Inc. This video-cassette presents features pertaining to assessment of computer video-graphics.

Computer Courseware

Smart Tutor/Smart Tester. Milady Publishing Company, Two Computer Drive West, Box 12519, Albany, NY 12212.

IBM. IBM Software for Education Catalogue 1990. Calgary: Alberta.

Other Support Materials

Appointment Record Book. Bronx, N.Y.: Milady Publishing Corporation.

"Black Hair Relaxing" throughout Aura International Hairdesign Course. publishing number 159.

Blackbourn's Systems (No.800 - Appointment record and cash summary, No. 900 - Bookkeeping and income tax record). Bronx, N.Y.: Milady Publishing Corporation.

Bruton's Complete Record Book (Single entry). Bronx, N.Y.: Milady Publishing Corporation.

Delmar Publishers Inc. 1990 Catalog. Canada Nelson Canada, 1120 Birchmount Road, Scarborough, Ontario M1K 5G4, Canada, (416) 752-9100.

"Fingerwaving" throughout Aura International Hairdesign Course. publishing numbers 162 and 170.

"Hair Braiding Plaits" throughout Aura International Hairdesign Course. publishing numbers 162-163.

"Haircutting" throughout Aura International Hairdesign Course. publishing numbers 166-168.

"Long Hair Creative Hair Designing" throughout Aura International Hairdesign Course. publishing numbers 160-170.

Milady Publishing Company. Milady 1990. Catalogue of Instructional Resources, Bronx, NY: Milady Publishing Company.

"Roping" throughout Aura International Hairdesign Course. publishing Number 163.

Vocational Media Associates. (1991). 1991 Calalog:Live-Action Videos, Flimstrips, Slides. Toll Free (800)-431-1242

Other Resources

Additional resources that may be helpful in obtaining information and materials for your program are listed below.

Milady Publishing Company
(A Division of Delmar Publishers Inc.)
220 White Plains Road,
Tarrytown, N.Y. 10591

Keystone Publications, Inc.
1657 Broadway
New York, N.Y. 10019

West Publishing Co.
50 West Kellogg Blvd.
St. Paul, Minnesota 55165

Press of Western Lithograph Company
6200 Avalon Blvd.
Los Angeles, California 90003

Prentice-Hall Canada, Inc.
610-270 Roslyn Rd.
Winnipeg, Man. R3L 0H3

IBM Canada Ltd.
144-4th Ave S.W.,
Calgary, Alberta T2P 3N5

Delmar Publishers Inc.
2 Computer Drive West
Box 15015
Albany, Ny 12212-5015

Vocational Media Associates
Box 1050
Mount Kisco, New York 10549-0050

New Image Industries Inc.
22011 Ventura Blvd.,
Woodland Hills, CA 91364

Tools and Equipment

Hairstylists commonly use the following tools and equipment:

alcohol sanitizer
applicator bottle
appointment book
bobby pins
brooms
brush
buckets
buffer
calculators
cape
client's chair
clips and/or clamps
clothes dryer
cold wave rods
comb
computer video graphics (hardware/software)
computer
crochet hook
curlers
curling iron
cuticle stick
cuticle nippers
drape
dryer
dustpan
electric clippers
electric comb
electric edger
electric hand dryer
electric heating cap or hot towels
electric manicure machine
emery board
end papers
eyebrow brush
eyebrow tweezers
eyelash brush
eyelash instrument
eye pad
gloves
hair dryer
hair pins
hair remover tools
hair styling manual
hand blower
hand mirrors
high frequency ultraviolet lamps
laundry basket
leather strop
manicure bath
manicure mitts
manicure pillow
manicure scissors
manicure stick
manicure table
measuring cups
measuring tape
mop
nail brush
neck duster
neck strip
needle
non-metallic bowl
nostril shears
notebook
oil heater
orange stick
pedicure bath
pedicure booties
perm rods
plastic film
plastic cap
plastic or glass bowl
record cards
rollers
safety glasses
scissors
shampoo bowl
skin analysis equipment
spatula
sponges
spray applicator bottle
stapler
steel files
sterilizers
stir stick
straight razor
streaking cap
styling chair
styling station
sun-tanning safety goggles
sun-tanning equipment
swivel clamp
T-edger
telephone answering machine

hot roller machine
tint brush
toe nail clipper
towels
trimmers
ultraviolet sanitizer
vacuum cleaner
vapour masks
washing machine
waste can
water heater
water pedestal bowl
wax heater
wig block
wig clamp
wooden wax applicator

BIBLIOGRAPHY

The following were a reference point from which this program guide was developed.

A key to your future:Apprenticeship training. (1989). Manitoba Labour, Apprenticeship and Training, Winnipeg, Room 816, 401 York Avenue, R3C 0P8.

Apprenticeship barber/hairstylist course outline. (1986). Developed and Published by Apprenticeship and Employment Training Programs Division, Ministry of Advanced Education and Job Training, British Columbia.

Apprenticeship training:Barber program. (undated). Alberta Career Development and Employment, Apprenticeship and Trade Certification.

Apprenticeship training:Beautician program. (undated). Alberta Career Development and Employment, Apprenticeship and Trade Certification.

Chapter A110: The Apprenticeship and Trades Qualifications Act. (1987). Winnipeg, MB: The Queen's Printer for the Province of Manitoba.

Cosmetology 103, 203, 303. (1982). Manitoba Department of Education, Approved by the Minister of Education.

Dalton, W.J. (1979). The professional cosmetologist. (2nd ed.) West Publishing Co., St. Paul, Minnesota.

Describe artistry in hairstyling. (undated). Learning Activity Package CO-G010: Cosmetology, South Winnipeg Technical Centre, Fort Whyte, Manitoba. (Adapted for use as a sample learning module in the Hairstylist Program Guide with permission from South Winnipeg Technical Centre).

Dick, W. and Carey, L. (1985). The systematic design of instruction. (2nd ed.) Scott, Foresman and Company., Glenview, Illinois.

Doty, R.C. and Cap, O. (1984). Handbook of skills for industrial trainers and occupational education instructors. Cantext Publications, Winnipeg, Manitoba.

English, W.F. and Kaufman, A.R. (1975). Needs assessment : A focus for curriculum development. Washington, D.C.: Association for Supervision and Curriculum Development.

Esthetics course outline. (1987). Developed and Published by Ministry of Advanced Education and Job Training and Ministry Responsible For Science and Technology.

Finch, R.C. and Crunkilton, R.J. (1979). Curriculum development in vocational and technical education. Boston, Mass.,: Allyn and Bacon.

Gagne, M.R., Briggs, J.L. & Wager, W.W. (1988). Principles of instructional design. (3rd ed.) New York, N.Y.: Holt, Rinehart and Winston, Inc.

Guidelines for writing Florida vocational program guides. (undated). Division of Vocational, Adult, and Community Education, State of Florida, Department of Education, Tallahassee, Florida.

Hairdressing apprenticeship course outline. (1986). Developed and Published by Apprenticeship and Employment Training Programs Branch, Ministry of Labour, British Columbia.

Healy, Mary. (Ed.) (1987). Standard textbook of cosmetology. Milady Publishing Corp., Bronx, N.Y.

Heinich, R., Molenda, M. & Russell, D. J. (1982). Instructional media and the new technologies of instruction. New York: John Wiley & Sons.

Manpower and Immigration. (1971). Canadian classification and dictionary of occupations: Classification and definitions. Volume 1, Information Canada, Ottawa, Ontario.

Manitoba regulation 64/87R:Apprenticeship and trades qualifications regulation. (1987). Winnipeg, MB.: The Queen's Printer for the Province of Manitoba.

The performance engineering system : Curriculum. (1990). Manitoba Labour, Apprenticeship & Training, 816 Norquay Bldg, 401 York Ave., Winnipeg, Manitoba R3C 0P8.

The workplace safety and health act. (1988). The Queen's Printer for the Province of Manitoba.

SAMPLE

LEARNING MODULE

LEARNING MODULE

Program Title: Hairstylist Trade

DUTY C: HAIRSTYLING TECHNIQUES

Task C1: Designs Various Hairstyles.

INTRODUCTION: Designing various hairstyles to compliment the client's individual characteristics is an Apprenticeship and Training outcome (C1) that is performed by hairstylists on-the-job. Basic to this task outcome is the contribution that various subtasks make to achieving this outcome.

In this learning module, you will study one of two such subtasks in this supportive relationship.

Subtask C1.01 Selects styling patterns becoming to facial types.

PREREQUISITE : Nil

OBJECTIVES

Enabling Objectives

After completing this learning module, you will be able to:

1. Identify seven facial shapes.

2. Identify profiles and head shapes.

3. Describe correct styles to compliment facial and head shapes.

4. Describe how to design the style to compliment the client's individual characteristics.

Performance Objective

GIVEN: access to learning modules for subtasks C1.01 and C1.02, photographs, a model in need of a haircut, and equipment, tools and supplies normally used by hairstylists on-the-job.

YOU WILL: be able to demonstrate competency in designing various hairstyles.

HOW WELL: You must achieve a score of 70% or better on all the written Posttests. Your performance will be checked as adequate, based on how well you perform the two subtasks and nine items listed below:

Subtask C1.01 Selects styling patterns becoming to facial types.

Item 1 Correctly identifies photographs of seven facial types, analyzes hair style and client's features, and suggests appropriate styling pattern for each facial type.

Item 2 Correctly identifies photographs of four profiles, analyzes hair style, and suggests appropriate styling pattern for each profile.

Subtask C1.02 Designs hairstyles.

Item 3 Correctly identifies model's face shape and profile, and suggests appropriate styling pattern.

Item 4 Correctly identifies implements and material used for styling pattern.

Item 5 Correctly removes tangles from hair.

Item 6 Correctly parts hair.

Item 7 Correctly locates the natural part.

Item 8 Correctly identifies hair growth patterns and follows root direction.

Item 9 Correctly identifies styling products.

LEARNING ACTIVITIES FOR ENABLING OBJECTIVES 1-4

Enabling Objective 1	Learning Activities
Identify seven facial types.	1. Read The Standard Textbook of Cosmetology (1990), pp.114-116. 2. Read Information Sheet #1 on "The Right Styles." 3. Evaluate your knowledge of hairstyles by completing Self Test #1. 4. Check your answers with the correct ones provided in Self Test #1 - Answer Key.
Enabling Objective 2	
Identify profiles and head shapes.	5. Read The Standard Textbook of Cosmetology, (1990), pp.118-19 and page 123. 6. Evaluate your knowledge by completing Self Test #2. 7. Check your answers with the correct ones provided in Self Test #2 - Answer Key.
Enabling Objectives 3-4	
Describe the correct styles to compliment facial and head shapes. Describe how to design the style to compliment the client's individual characteristics.	8. Read The Professional Cosmetologist (1979), pp.143-50. 9. Answer "Questions Chapter 10" on page 150 of The Professional Cosmetologist (1979). 10. Check your answers with the correct ones provided on page 150 of The Professional Cosmetologist (1979).

Enabling Objectives 1-4

Learning Activities

11. If you feel confident that you have successfully achieved the enabling objectives for this learning module, ask your instructor for the written Posttest. If not, go back and repeat one or more of the learning activities for this module.

Performance Objective

Design various hairstyles.

12. If you feel you can perform this task, take the Performance Test.

INFORMATION SHEET #1

The Right Styles

Part of your talent as a hairstylist must lie in your ability to analyze a hair design, analyze your client and adapt a particular hair design to suit him/her. In this module, you will practice the steps in analyzing a hair style design and a client's features in order that you are able to adapt a hair style to a particular client.

We are all flattered by many hair styles - not just one. Try to select a basic hair style that is versatile and can be changed to suit an occasion - or mood! What makes certain styles "right" for you and others "wrong" are simply which ones flatter you, and which ones evidence a not-perfectly-shaped face. And if you do not have that perfect shape, a hair style can hide that and give the illusion of perfection.

Oval

The perfect face shape. Lucky you. Everyone else has to work to attain it. You can wear any hair style - long, short, straight, curly, bangs, no bang. Experiment, keeping in mind your age, lifestyle, and what you feel comfortable wearing and can easily maintain.

Square

Try to minimize the broad, angular features of this shape both at the forehead and jaw line. Soft bangs blending into the temple hair can hide the square forehead, with a sleek, curving and face-hugging pageboy at the jaw line to minimize it.

Heart

Wide at the forehead and cheekbones and a very narrow chin are the problems with this face shape. Keeping your hair close to the crown and temple will de-emphasize these points. A soft, full flip will add width to the chin. Hair should never be shorter than chin length.

Round

Slimming your face is the aim. A pulled back or face-framing hairdo will only emphasize the fullness. Soft waves falling at eye level and continuing to wave at the chin while falling forward on the face will help in trimming to look less round.

Pear

Wide at the bottom and narrow at the top. You need volume and fullness in the crown and at the temples. A perm could be an easy solution to maintain that width. A short, full hair style is best, with hair cut above the jaw line (you do not want to exaggerate that).

Rectangular

The long face needs to be shortened, the angularity hidden, the hairline never exposed. Swirled bangs can do it all at the same time. Mid-length hair, falling in front of the ears, will further soften the lines. Another hint is to use make-up shadowing to slim the face from cheek to chin.

Diamond

The idea here is to fill out your face at the temples and chin and keep hair close to the head at the widest points. Deep, full bangs can give the appearance of a broader forehead, while wide mid-length pageboy adds width at the jawline.

SELF TEST #1_____

Directions: Evaluate your knowledge by circling the letter of the most appropriate answer.

1. The facial shape considered ideal to work with is

   A. oblong
   B. oval
   C. round
   D. square

2. The profile is the shape of the face as seen from the

   A. top
   B. front
   C. back
   D. side

3. The diamond-shaped face is the widest at the

   A. jawline
   B. forehead
   C. cheeks
   D. chin

4. The pear-shaped face has a narrow

   A. forehead
   B. jaw
   C. chin
   D. mouth

5. To correct a diamond-shaped face, fullness is needed everywhere except at the

   A. cheekbones
   B. eyebrows
   C. forehead
   D. jaw

6. To design a hair style that is suitable for the client, the hairstylist should consider

   A. shortening long hair
   B. lightening the hair to a pastel color
   C. the client's features, personality and occupation
   D. setting the hair with sculpture curls

7. When deciding on a hair style for the client, a side part or bangs will be determined by the

   A. eye shape
   B. ear size
   C. hair length
   D. facial shape

8. The problem with a heart-shaped face is that the chin too narrow, and the width is at the

   A. eyebrows
   B. cheekbones
   C. jaw
   D. forehead

Now compare your answers with the correct ones provided in Self Test #1 - Answer Key.

SELF TEST #1 - ANSWER KEY

1. B
2. D
3. C
4. A
5. A
6. C
7. D
8. D

All of your answers should agree with the answers on the Answer Key. If your answers differ from these, go back and repeat one or more of the Learning Activities for this enabling objective.

SELF TEST #2_____

Directions: Each of the statements below contains a blank at or near the end of the statement. Evaluate your knowledge by placing the word in the blank space provided.

1. The profile shape that has a prominent nose is _____.
2. The perfect head shape is considered to be _____.
3. The profile shape that has a prominent chin is _____.
4. The profile shape that has no receding features nor a prominent protrusion is _____.
5. The profile shape that has a receding forehead and chin, also a prominent nose is _____.

Now compare your answers with the correct ones provided in Self Test #2 - Answer Key.

SELF TEST #2 - ANSWER KEY

1. convex
2. oval
3. concave
4. straight
5. convex

All of your answers should agree with the answers on the Answer Key. If your answers differ from these, go back and repeat one or more of the Learning Activities for this enabling objective.

PERFORMANCE TEST (page 1 of 2)
Performance Checklist — Designated Trade: Hairstylist

DUTY C: HAIRSTYLING — TASK: C1

Apprentice's Name:_____ Attempt #:_____

Instructor/Evaluator:_____ Date:_____ Time Limit:_____

Directions: Given access to learning modules for subtasks C1.01 and C1.02, photographs, a model in need of a haircut, equipment,tools and supplies normally used by hairstylists' on-the-job, you will be able to demonstrate competency in designing various hairstyles. You must achieve a score of 70% or better on all the written Posttests. Your performance will be evaluated based on how well you demonstrate the subtasks and corresponding items listed below. All subtasks and items must be performed at a PASS level before the apprentice will receive a PASS on this task.

RATING CODES

F = FAILED
NI = NEEDS IMPROVEMENT
P = PASS
MP = MASTER PROFICIENCY

Subtask	Subtasks/Items	Rating (F)	(NI)	(P)	(MP)
C1.01	Selects styling patterns becoming to facial types.	( )	( )	( )	( )
Item 1	Correctly identifies photographs of seven facial types, analyzes hair style and client's features, and suggests appropriate styling pattern for each facial type.	( )	( )	( )	( )
Item 2	Correctly identifies photographs of four profiles, analyzes hair style, and suggests appropriate styling pattern for each profile.	( )	( )	( )	( )
C1.02	Designs hairstyles.	( )	( )	( )	( )
Item 3	Correctly identifies model's face shape and profile, and suggests appropriate styling pattern.	( )	( )	( )	( )

PERFORMANCE TEST (page 2 of 2)
Performance Checklist — Designated Trade: Hairstylist

DUTY C: HAIRSTYLING — TASK: C1

Subtask	Subtasks/Items	Rating (F)	(NI)	(P)	(MP)
Item 4	Correctly identifies implements and material used for styling pattern.	( )	( )	( )	( )
Item 5	Correctly removes tangles from hair.	( )	( )	( )	( )
Item 6	Correctly parts hair.	( )	( )	( )	( )
Item 7	Correctly locates the natural part.	( )	( )	( )	( )
Item 8	Correctly identifies hair growth patterns and follows root direction.	( )	( )	( )	( )
Item 9	Correctly identifies styling products.	( )	( )	( )	( )